



NOBLESVILLE SCHOOLS
REQUEST FOR EXCUSED ABSENCE DUE TO EXTRAORDINARY CIRCUMSTANCES
UNDER SCHOOL BOARD POLICY 5200 G

Guideline 5200: Annually the Board of School Trustees adopts and publishes a school year calendar including student attendance days, days students are not in session, and vacation periods. Parents are encouraged to insure that their children are in school during student attendance days and will be in attendance for any scheduled make-up days lost due to weather or emergency. Absences resulting from those reasons in Policy Number 5200 are valid. School work missed in accordance with policy may be made up for full credit or waived without penalty. School work missed for unexcused absences will result in the loss of credit for make-up work unless determined otherwise by the principal.

Student absences other than those approved in Policy 5200 shall be unexcused. The board recognizes that there may be student absences which, although unexcused, warrant making up missed work at partial or loss of credit. Building principals, therefore, shall establish procedures for conferring with parents or guardians prior to student absences and shall prepare guidelines for recognized absences including the criteria for make-up work.

Policy 5200: The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Illness
- B. Recovery from accident
- C. Required court attendance
- D. Professional appointments
- E. Death in the immediate family
- F. Observation or celebration of a bona fide religious holiday
- G. Such other good cause as may be documented to and approved by the principal or permitted by law

School Attendance Policy Excerpts: Absences for reasons other than those listed above are considered unexcused. Classroom work is to be completed. Unexcused absences include, but are not limited to

- a. absences without the knowledge and/or authorization of the parent/guardian (truancies)
- b. absences not reported by the parent/guardian within two days of the absence
- c. vacation days

According to School Board policy regarding extraordinary circumstances, parents may, in rare instances, receive approval of the principal for students to be absent and excused from school for reasons other than those specified by law and policy. Students can earn NHS credit provided that they have no more than eight absences of any type in an individual c





INSTRUCTIONS FOR ABSENCE REQUESTS

1. Fill out this request form at the school attended by the oldest student who will be absent. That school will inform all other schools affected by the requested absences. Classification of absences as excused or unexcused will be made at the school attended by the oldest student and will apply to all students listed on this request.
2. If your absence request is for a student to participate in an organized event, please supply documentation of the event as described below. If your event differs from the examples provided, and you are unsure of the appropriate documentation to provide, call the school.
3. Return the completed form and attached documentation (if necessary) to the school no less than five school days prior to the planned absence.

TRYOUTS or COMPETITIONS which may lead to COLLEGE SCHOLARSHIPS

- a. date(s) of the event
- b. exclusivity of the event (i.e. participants must qualify or be selected or invited because of previous performance in the area of interest or ability)
- c. potential for scholarships (usually presence of college scouts or coaches at the event)

Documentation is often in the form of copies of invitations or notification letters, printed web pages, or copies of letters from coaches or sponsors verifying the information requested above.

RELIGIOUS MISSIONS, RETREATS, WORKSHOPS, etc.

- a. date(s) of the event
- b. nature (and name, if applicable) of the event

Documentation is often in the form of a letter from the sponsoring group, youth minister, or parent providing the information requested above. When several NHS students are participating in the same event, such as Ichthus, the youth ministers of the sponsoring churches often send letters listing the names of all students in their groups so that individual students and parents do not need to provide separate documentation.

COLLEGE VISITS (juniors and seniors)

- a. date(s) of visit/exploration
- b. nature of the event
- c. signature of the school or employer's representative verifying that the visit has occurred

Students obtain the college visit form and the signature of their counselor from the NHS Guidance Center. The absence request form is used only in cases when students have exceeded the number of college visit days allowed per semester (3).



ABSENCE REQUEST FORM

Student name/grade/team _____

Parent name _____

Home phone _____ **Work phone** _____

State the reason for the student absence:

School days to be missed: ____/____/____ to ____/____/____ **number of missed school days:** _____

Have you submitted an absence request in the past? Y N

If yes, provide the name of the Noblesville school, the year, and the reason for the request(s).

Names, grades, schools, teams (grades 5-8) and teachers (grades 1-4) of other children enrolled in Noblesville Schools whose absences are also to be included in this request.

Parent Signature

Principal Signature

_____ absences to be **excused** with no penalty (_____ documentation provided as requested)

_____ absences to be **unexcused**

Attendance Review Committee:

Date Contacted _____

Appeals Committee:

Date Contacted _____

Approved: yes or no

Approved: yes or no