

BURLINGTON SCHOOL DISTRICT
10+ CONSECUTIVE DAY PLANNED ABSENCES
REQUEST FORM

While absences from school can be disruptive to the educational process, we are aware that on occasion, students need to be absent from school for extended periods of time. If a planned absence will extend beyond 10 consecutive days, this form must be filled out by the parent and signed by the principal and teachers, in order for the student to remain enrolled in school and earning credit/grades.

Parents and students must be aware that extended absences will impact the student's learning and may cause the student's grades to fall or performance in school to decline. Completion of an approved learning plan may help prevent this. Lack of completion of this plan may affect credit earned and/or grade placement. Lengthy absences may best be addressed through a home school application through the Vermont Department of Education.

Absences through this plan will be noted as planned absences and truancy court action will not be pursued based solely upon these days of absence if the plan is completed.

Student Name: _____ Date of request: _____

Dates of Absence: _____ Anticipated date of return: _____

Reason for Absence:

Educational plan during absence: (As agreed to by parent and principal. Teacher input is suggested.):

Parent Signature: _____ Date: _____

Student Signature (at secondary level) : _____ Date: _____

Teacher(s) Signature (agreement with plan)

Principal Signature: _____ Date: _____

Cc: Student file
District truancy coordinator