PLANNED ABSENCE FORM

DoDEA Student Educational Monitoring Plan AFNORTH International School

Instructions: Please complete the form and submit to the School Office

ES: AFNORTHESRegistrar@dodea.edu

MHS: AFNORTHMHSRegistrar@dodea.edu

The absence form will need to be obtained 3-7 school days before vacation or 2 days before sports trip.

Student Information

Name:_____ Grade:_____

Dates of absence:_____ Total school days missed:_____

Country traveling to:_____ (List all if more than one)

Planned Absence due to the following reason:

___Personal illness ___ Medical, dental, or mental health appointment

___Religious holidays ___ Emergency conditions such as fire, flood, or storm

___Sports Trip/DoDEA Activity

___Unique family circumstances warranting absence and coordinated with school administration

___Serious illness or death in the student's immediate family or relative

___Other:_____

Student Monitoring Plan: Students are responsible for completing and submitting all missed assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period. A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course content, rigor, and expectations for completion of assignments.

The Agreement: The student and their parent or sponsor agree to the terms of this Educational Monitoring Plan to be completed during the student's extended school absence.

Required Signatures

Parent or Sponsor:_____ Student:_____

(if non-DoDEA sponsored trip)

Students are required to visit each teacher whose class they will miss prior to the absence to obtain missing assignments. Without the information filled below, the form will be denied.

To be completed by Classroom Teachers:

	Period	Subject/Teacher	Assignment(s)/Comments	Teacher's Signature
Day 1	1St			
	2nd			
	3rd			
	4th			
Day 2	5th			
	6th			
	7th			
	8th			

Administrative Signature:_____

Approved/Denied (circle one)

Date:_____