



PRE-PLANNED ABSENCE REQUEST FORM

This form is to be completed by the parent/guardian, student, and the classroom teacher(s). It must be returned to the school office at least 2 (two) days prior to a pre-planned absence. All work that is assigned in advance is due the first day the student returns unless other arrangements have been made.

This absence may be counted as an excused absence for attendance purposes. Attendance guidelines per House Bill 410 will remain in effect, and the parent/guardian may receive notification of approaching or surpassing the allowable limit of excused absences, which may result in consequential action. Please see page two or the reverse side of this document for further information on this state law.

Student Name: _____ Grade: _____

Requested Date(s) of Absence: _____

Purpose of Absence: _____

Student Signature: _____

Parent/Guardian Signature: _____

Administrator Signature: _____

SUBJECT	ASSIGNED WORK	TEACHER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Big Walnut Attendance Philosophy

The Big Walnut Local School District believes daily attendance is a foundational piece of a student’s academic success. In creating an environment for that academic success, the district works with students and their parents/guardians to encourage consistent ongoing attendance.

What is House Bill 410?

House Bill 410 was passed into law by the Ohio General Assembly in December 2016 and the most recent state guidelines have been made in July, 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by “hours” (to include partial-day absences) as opposed to “days missed.”

- What are some of the changes that will go into effect?

Definitions:

- Habitual Truant - any student absent without a legitimate excuse for absences of
 - 30 or more consecutive hours
 - 42 or more total hours in one school month
 - 72 or more total hours in one school year
- Excessive Absence - any student absent with or without a legitimate excuse for absences of
 - 38 or more hours in one school month
 - 65 or more hours in one school year

	Consecutive Hours	Hours in a School Month	Hours in a School Year
Habitual Truant	30+ hours unexcused	42+ hours unexcused	72+ hours unexcused
Excessive Absences		38+ hours excused or unexcused	65+ hours excused or unexcused

- If a student has exceeded one of the attendance thresholds for Habitual Truancy, a letter will be sent home with the student and phone calls will be made to contact the student’s parent/guardian to set up a meeting. The purpose of this required meeting will be for the parent/guardian, student (when appropriate), building staff, and district court liaison to be a part of an Absence Intervention Team and meet to develop an Absence Intervention Plan.
- If a student has exceeded one of the attendance thresholds for Excessive Absences, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor’s note to consider them excused.