

KIRTLAND HIGH SCHOOL - Planned Absence Request Form
(complete sections in numerical order)

I. STUDENT SECTION

Name of Student _____ Date _____

Number of Days Absent: _____ Dates of Absence: _____ Through _____

Reason: _____

II. TEACHER SECTION

PERIOD	SUBJECT	INITIALS/DATE	CURRENT %	ASSIGNMENTS
1				
2				
3				
4				
5				
6				
7				

III. COUNSELOR SECTION

Current GPA	Total Absences	Excused	Unexcused	Tardies

_____ **Recommend:** Based on the above information, I recommend that the student named above be granted their planned absence request.*

_____ **I Do Not Recommend:** Based on the above information, I do not recommend that the student named above be granted their planned absence request.*

Counselor's Signature _____ Date _____

IV. PRINCIPAL SECTION

_____ **Recommend:** Based on the above information, I recommend that the student named above be granted their planned absence request.*

_____ **I Do Not Recommend:** Based on the above information, I do not recommend that the student named above be granted their planned absence request.*

Principal's Signature _____ Date _____

**Recommended or not, planned absence hours are included in the tally of school absences for attendance purposes. As of 2017-2018, all hours of absence apply to the reporting requirements of HB 410 per ORC.*

V. PARENT SECTION

I am the parent/guardian of the above student. I verify that the number of days and dates of absences listed in Section I are accurate. I also understand the recommendation of the counselor and principal.

Parent's/Guardian's Signature _____ Date _____