

**Union Elementary School
Vacation or Extended Absence Pre-Approval Request Form**

Parents/ Guardians of Students,

As you consider completing this form, we ask you to consider two factors:

1. Maine Truancy Law - §3272. Truancy; excusable absences

Truancy: A person is truant if:

- A. The person is required to attend school or alternative instruction and has completed grade 6 under this chapter and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year;
- B. The person is required to attend school or alternative instruction and is at least 6 years of age and has not completed grade 6 under this chapter and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year; or
- C. The person is required to attend school pursuant to section 3271, subsection 1-A and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Excusable absence. A person's absence is excused when the absence is for the following reasons:

- A. Personal health, including the person's physical, mental and behavioral health
- B. An appointment with a health professional that must be made during the regular school day and the absence has prior approval;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day and the absence has prior approval
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose that has prior approval.

2. Maine Department of Education Chronic Absenteeism School Designation

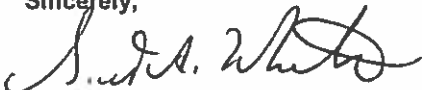
Chronic Absenteeism is one of the areas which determines school accountability. A student is defined as being chronically absent if the student is enrolled a minimum of 10 days and absent 10% or more of the days enrolled. All absences (excused and unexcused) are used to make this determination. Excused absences are only used to determine if the student should also be deemed truant.

What does this mean? UES may be designated a Tier 3 School, formerly labeled as a "Needs Improvement School", if we exceed the 10% of the students absent more than 10% of the time threshold. This is a state list we do not want to be on so we ask for your help in ensuring your child's attendance remains excellent throughout the year.

You are strongly encouraged to take family vacations during the summer or during school holidays such as winter or spring break. In the event that this is not possible, the principal's office as well as the student's teacher should be informed in advance of any special vacation or situation that will cause a student's absence from school. It is the parent's responsibility to contact the school as soon as possible about planned vacations so teachers have enough time to gather assignments for students before they go. At least 2 weeks' notice would be appreciated.

Please fill out the form below and return to the office.

Sincerely,



Scott A. White, Principal

Extended Absence Pre-Approval Form

Student's Name: _____

Reason for extended absence: _____

Dates of school to be missed: _____

Teacher's Name _____ Make up work given: _____

Parent's Signature _____

Principal's Signature _____

Entered into Infinite Campus by administrative assistant _____