

Union Elementary School

Planned Absence for a Personal or Educational Purpose Pre-Approval Form

Parents/ Guardians of Students,

The purpose of this form is to document absences in order to prevent truancy from being an issue. As you consider completing this form, we ask you to consider the following:

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.

You are strongly encouraged to take family vacations during the summer or during school holidays such as winter or spring break. Planned absences will not be approved if they cause a student to be at risk of becoming truant or contribute to excessive absenteeism based on the Maine Truancy Law stated above. 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,



Dr. Clint Rankin, Principal

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 _____