



Union Elementary School

Union, ME 04862

Phone 785-4330 Fax 785-4844

<https://rsu40.org/union/>

Clint Rankin, Principal Allison Davis, Administrative Assistant



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 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
- B. 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.

UNION ATTENDANCE POLICY NOTICES (Pre-K to Grade 5):

1. **Supporting Student Health (After 10 Absences):** Consistent attendance is vital for early learning. To ensure we are properly supporting students with ongoing health needs, once a student reaches 10 total absences, standard parent-written notes will no longer automatically excuse an absence. To help us accurately track and accommodate your child's health, any subsequent absences for illness may require documentation from a licensed medical professional to be marked as excused.
2. **Collaborative Attendance Success Plans:** When a student reaches the 10-absence threshold, we want to partner with you to help overcome any barriers to getting to school. Parents/guardians will be asked to join us for an Attendance Success Meeting to create a supportive attendance plan. Because timing is critical for your child's learning, please connect with us within 3 school days of receiving the invitation. If regular school hours do not work for your schedule due to work or transportation, let us know immediately so we can attempt to find a mutually agreeable way to connect and cooperate on this state-required process.

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: _____

By signing below, the parent/guardian acknowledges they have read, understood, and agree to the RSU 40 attendance, verification, and intervention thresholds outlined above.

Parent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Entered into Infinite Campus by administrative assistant _____