



# Gahanna - Jefferson Public Schools

160 South Hamilton Road · Gahanna, OH 43230  
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## Planned Absence Form

Student Name \_\_\_\_\_

Total Days \_\_\_\_\_ Date(s) From \_\_\_\_\_ Date(s) To \_\_\_\_\_

Reason \_\_\_\_\_

TEACHERS: This student's parent/guardian has requested that he/she be absent from school for the date(s) listed above. He/she should get all of the assignments to be completed during his/her absence and must also make arrangements for making up tests, etc. as soon as he/she returns. For middle school and high school students, each teacher should complete and sign the chart located on the back of this page to indicate that the assignments are being arranged.

STUDENTS: This form must be returned to the Attendance Office BEFORE the student's first day of the planned absence.

PLEASE NOTE: The District reserves the right to deny planned absence requests. In order for family travel to be an excused absence, it must be within the ten (10) days of excused absences allowed by the District. If a student is absent for family travel outside of the ten (10) days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations.

Only Juniors and Seniors are allowed three (3) college visits per year.

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

<b>PERIOD</b>	<b>COURSE</b>	<b>TEACHER SIGNATURE</b>
1 <sup>st</sup> Period		
2 <sup>nd</sup> Period		
3 <sup>rd</sup> Period		
4 <sup>th</sup> Period		
5 <sup>th</sup> Period		
6 <sup>th</sup> Period		
7 <sup>th</sup> Period		
8 <sup>th</sup> Period		
9 <sup>th</sup> Period		

Revised October 27, 2014