

Bahrain Schools

Planned Absence Request Form

Student Name: _____ Grade: _____

Dates of Planned Absence: _____ Number of School Days: _____

Reason (provide a written explanation why you need to take your student out of school.) :

Per DoDEA Regulation 2095.01 absences due to a family vacation/trip except for exigent circumstances are considered unexcused

Whenever a student needs to be out for more than six (6) days, a Student Educational Monitoring Plan (see reverse) will be developed to lessen the impact of the student missing instruction in class. The student will need to complete all of the work assigned to him/her during the period of absence.

YES	NO	When considering an absence from school: (please circle YES or NO)
		My child is in good academic standing.
		My child attends school regularly.
		My child will have access to a computer to complete work while out of school.
		I notified the school five (5) days before my departure to allow for collecting work.

Complete and return the above at least 5 days prior to the absence.

Signature of Sponsor: _____ Date: _____

*****Administrative Review*****

Number of days absent from school: Cumulative: _____ Excused: _____ Unexcused: _____

Administrative Comments:

Signature of Administrator: _____ Date: _____

Student Educational Monitoring Plan

Instructions:

This document is the student's unique Educational Plan to mitigate the impact of the student's pre-approved extended absence from school. The experiences, activities, or other assignments must be consistent with the course content objectives for each curricular area or course which the student participates in during the school day or week. A single plan should address all classes the student is currently taking. A copy of this document is provided to the parent or sponsor and student (if appropriate) and maintained by the classroom teacher(s) along with the class or classroom grade book.

Student Monitoring Plan:

During the student's absence from school, he or she is expected to complete all missed educational assignments or experiences identified in the attached outline of assignments. These assignments will be provided to the classroom teacher upon the student's return to school.

Date Education Plan Begins: _____ Date Educational Plan Ends: _____

Period	Subject/ Course	Current Grade in Class	Assignments/Comments	Teacher's Initials

The Agreement:

The student and their parent or sponsor agree to the terms of this Educational Monitoring Plan to be completed during the student's approved extended school absence. The parents will review, date and sign the written work prior to the student returning to school and submitting the work to the classroom teacher(s).