

NOBLESVILLE SCHOOLS
REQUEST FOR EXCUSED ABSENCE DUE TO EXTRAORDINARY CIRCUMSTANCES
UNDER SCHOOL BOARD POLICY 5200

Annually the Board of School Trustees adopts and publishes a school year calendar including student attendance days, days students are not in session, and vacation periods. Parents are encouraged to ensure that their children are in school during student attendance days and will be in attendance for any scheduled make-up days lost due to weather or emergency. Absences resulting from those reasons in policy 5200 are valid. School work missed may be made up for full credit.

Student absences other than those approved in Policy 5200 shall be unexcused unless approved by the building administrator for an extenuating circumstance.

Policy 5200: The corporation considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness or injury
- B. Recovery from verified accident
- C. Required court attendance or incarceration
- D. Medical appointments (documentation provided)
- E. Death or serious illness in the family
- F. Religious observations
- G. School-sponsored field trips
- H. Military special events

According to School Board policy regarding extraordinary circumstances, parents may, in rare instances, receive approval of the principal for students to be absent and excused from school for reasons other than those specified by law and policy.

INSTRUCTIONS FOR ABSENCE REQUESTS

1. Fill out this request form at the school attended by the oldest student who will be absent. That school will inform all other schools affected by the requested absences. Classification of absences as excused or unexcused will be made at the school attended by the oldest student and will apply to all students listed on this request.
2. If your absence request is for a student to participate in an organized event, please supply documentation of the event as described below. If your event differs from the examples provided, and you are unsure of the appropriate documentation to provide, call the school.
3. Return the completed form and attached documentation (if necessary) to the school no less than five school days prior to the planned absence. If an emergency situation occurs that prevents five day notice, then notify the school as quickly as possible.

TRYOUTS or COMPETITIONS which may lead to COLLEGE SCHOLARSHIPS

- A. date(s) of the event
- B. exclusivity of the event (i.e. participants must qualify or be selected or invited because of previous performance in the area of interest or ability)
- C. potential for scholarships (usually presence of college scouts or coaches at the event)

Documentation is often in the form of copies of invitations or notification letters, printed web pages, or copies of letters from coaches or sponsors verifying the information requested above.

RELIGIOUS MISSIONS, RETREATS, WORKSHOPS, etc.

- A. date(s) of the event
- B. nature (and name, if applicable) of the event

Documentation is often in the form of a letter from the sponsoring group, youth minister, or parent providing the information requested above. When several NHS students are participating in the same event, such as Ichthus, the youth ministers of the sponsoring churches often send letters listing the names of all students in their groups so that individual students and parents do not need to provide separate documentation.

COLLEGE VISITS (juniors and seniors)

- A. date(s) of visit/exploration
- B. nature of the event
- C. signature of the school or employer's representative verifying that the visit has occurred
Students obtain the college visit form and the signature of their counselor from the NHS Counseling Office
- D. The absence request form is used only in cases when students have exceeded the number of college visit days allowed per semester (3).