SYLVANIA SCHOOLS.

APPLICATION FOR STUDENT PERSONAL CONVENIENCE ABSENCE {(CA)

Absence from school for student and/or parent personal convenience is not provided for under school attendance laws of the State of Ohio. Therefore; such absence will be considered **UNEXCUSED.**

Student Name _____ Grade ___ ID# _____

Address _____ Phone _____

Date Leaving _____ Date Returning _____ Number of School Days Absent _____

State **clearly** and **concisely** the nature of this absence: _____

_____

_____

Uninterrupted attendance in school is essential for student success. It is therefore expected that absences from class should occur only in unavoidable circumstances. Absence from school for student and/or parent personal convenience is not provided for under school attendance laws of the State of Ohio. Therefore, such absence will be considered unexcused. Personal convenience absences are available to parents for students participating in special trips or family activities. The absence is unexcused and must be taken in compliance with the following provisions:

a) The PCA will be considered **unexcused.**
b) The PCA forms will be **issued only to parents/guardians** by the student's principal or his/her designee. Notes from parents will not be accepted. Phone calls may be made to the Attendance Office at any time. Evenings-leave a voice message for the student to pick up the PCA the next school day.
c) The PCA forms must be completed and on file **BEFORE** the date(s) of the absence.
d) The PCA forms **will not** be issued for absences (**during district wide testing including exams, as well as the first two weeks and the last two weeks of the school year.)**
e) The PCA absences are applicable only to trips on which students accompany their parents or designated chaperone.
f) Student/parents are responsible to inform each teacher of the dates of the PCA.
g) Students will be permitted to make-up graded assignments and classroom tests that are recorded or calculated as part of the student's grade.
h) Students/parents are responsible to make arrangements to make-up tests by the **second day the student returns.**
i) **Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.**
j) Sylvania Schools assumes no responsibility for a drop in grades.
k) Teachers are **not required to prepare assignments in advance** for students who are anticipating days of absence.
l) Teachers are not required to examine or correct assignments missed during a PCA that are not recorded or calculated as part of the student's grade.
m) Teachers are-not required to grade, examine, correct, or plicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g., lab, class play, etc.).

_____ _____ _____

Student Signature Parent/Guardian Signature Date

It is understood the principal's signature and teachers' initials do not indicate approval of the absence, but that they are aware of such.

Teachers' Initials: _____ _____ _____ _____ _____ _____

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Principal / (Designee) Approval Signature

cc: Parent; Teacher; Student File

PCA-District Revised August 25, 2014