

Oak Mountain Middle School

Request for Pre-Planned Absences

The *Shelby County Code of Conduct and Attendance* states that prompt, regular, daily attendance not only teaches life supporting skills, but it also increases the likelihood of school being a positive experience. With state required testing and other mandates intermingled within the 180 school days, instructional time is more valuable than ever. Although we cannot excuse absences for personal trips or family vacations, or regular non-school related athletic competitions, we do consider extenuating circumstances or extraordinary opportunities and are willing to allow make-up work for their unexcused absences when we receive requests for planned absences.

Date(s) of planned absence: _____ Number of school days to be missed: _____

Name of student(s):

Student Name	School	Grade	Absences to Date

Are siblings at other Shelby County Schools also included in this request? (If so, please list.)

Student Name	School	Grade

Briefly explain the purpose / reason for this request:

Note: Pending administrator approval of this request, the student(s) will be responsible for securing and completing all academic assignments that are missed as a result of this absence.

Parent Signature

Date

Address

Telephone

City State Zip Code

(E-Mail address)

For School Office Use Only:		
Decision regarding this parent request:	Approved	Denied
_____ Administrator Signature	_____ Date	