

**Gorham School Department**

**STUDENT TEMPORARY WAIVER OF ATTENDANCE – PLANNED ABSENCES**

The Gorham School Department believes strongly that regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

The Gorham School Department also realizes the importance of family and the reality of our busy lives. As such, we do allow for planned absences to be considered “excused” as long as the parents or guardian work with the school to pre-approve said absence.

This form allows school administration to pre-approve a planned absence or other temporary waiver of attendance requests. If this form is completed and approved by the Superintendent, the absences will be considered “excused”. If this form is not completed, or is not approved by the Superintendent, absences will be considered “unexcused”.

If you have any questions, please feel free to contact your school’s principal. They can explain the importance of attendance and assist you in completing this form.

Law Reference: Title 20A, Sec. Chapter I, Section 5001A, Part B #4-E

**Part 1. Directions**

All requests for a temporary Waiver of Attendance must be made by the parent or legal guardian to ONLY the school principal.

Attendance information will be recorded by the school principal and central office personnel.

Parents/guardians are to forward a completed request to the School Principal who will complete the attendance information section and then send on to Superintendent of Schools for his or her approval.

The forms will be reviewed by the Superintendent of Schools and then returned to the parent and to the building principal.

Parents/guardians should allow 15 school days for the form, once received by school administration, to be processed and notified by the Superintendent regarding the decision to approve or not approve the planned absence request.

**Part 2. General Information (To be completed by parent or guardian)**

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

School Attending \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date(s) Requested of Waiver \_\_\_\_\_

Reason for Waiver \_\_\_\_\_

**Part 3. Notification (To be completed by parent or guardian)**

1. Have you notified the student's teacher/teachers to inform them of this planned absence?

\_\_\_ YES      \_\_\_ NO

2. Will you be requesting make-up work assignments for your student to complete while they are absent?

\_\_\_ YES      \_\_\_ NO

*IF "yes" the parent is responsible to communicate directly with the student's teachers in order to make appropriate arrangements for make-up work.*

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 4. Attendance Information (To be completed by school personnel).**

1. Attendance Period

Absences to Date \_\_\_\_\_

Tardy to Date \_\_\_\_\_

2. A. \_\_\_ Principal supports waiver request

B. \_\_\_ Conference between Superintendent and Principal is requested prior to Superintendent's review

Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 5. Superintendent's Approval (to be completed by Superintendent)**

The Parent/Guardian's request for a temporary attendance waiver is:

A. \* Approved

B. \* Denied

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_