EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS

Preplanned Absence Request

Todays Date:	Student Name (please print:
Program:	Instructor:

Date(s) requested:

Purpose of Request:

Explanation:

Refer to the Student Handbook under Attendance Defined regarding whether this absence will be excused or unexcused. Makeup work/credit is also outlined in the student handbook.

"I agree to complete and submit through electronic means the Preplanned Absence Request Form and such other forms, documents, and questionnaires as the school district may require."

Parent Name: Home Phone:

Parent Signature: Cell Phone:

"I understand that I must make up all work/assignments that I will miss. Work not satisfactorily made up will be counted as a zero (0) in determining the grade earned."

Student Signature:

Instructor Signature:

Academic Teacher(s) Signature(s):

Administrator's Initials Excused ☐ Unexcused ☐

Pursuant to R.C. 1306.01 to 1306.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of the Preplanned Absence Request Form in an electronic format. Under Ohio law, an electronic record and signature satisfies legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form.