

For Extended Absences we need two weeks' notice and in accordance with DoDEA Regulation 2095.01, a **Student Education Pre-Arranged Absence Plan** (formerly Family Trip Form) is required, *except for Emergency Leave, and unique family circumstances warranting absence*. When sufficient notice is not given parents will need to meet with the principal or vice principal.

One of the key reasons for providing two weeks' notice is to **allow adequate time for teachers to prepare, post, and communicate with the student all assignments and/or projects that will need to be accomplished during the absence**. The New School Attendance Policy has been implemented with the intent of establishing solid communication between parents, teachers, and school administration with the overall objective of ensuring academic success for the students.

For more information on the New Attendance Policy refer to the web address below:  
<http://www.dodea.edu/attendance/index.cfm>



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
Bamberg Middle High School  
Unit 27539  
APO AE 09139**



### Student Educational Pre-Arranged Absence Plan

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We the undersigned agree to the following terms and conditions of this Student Educational Monitoring Plan:

Duration: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Number of School Days: \_\_\_\_\_

Reason for the Absence: \_\_\_\_\_

Our signatures below indicate that we participated in the establishment of this plan and that we understand and accept our responsibilities in relation to this plan.

Student: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**NOTE:** Students will **NOT** be excused the last two weeks of the first or second semester.

- **The school requests two week notice for pre-arranged absence plans**

Period	Course	Teacher Comments/Assignments	Current Grade	Teacher Signature <i>and</i> Date Signed
1				
2				
3				
4				
5				
6				
8				

- **The school requests two week notice for pre-arranged absence plans**

**Assignment Due Date:** All work assigned in relation to this Student Educational Pre-approved Absence Plan shall be completed and turned into the assigning teacher(s) no later than the day the child returns.

**Objectives:** Learning objectives during Student Educational Monitoring Plan are consistent with those in the regular classroom.

**Methods of Study:** The student will accomplish the required assignment objectives through independent reading, problem solving and study.

**Methods of Evaluation:** Academic evaluations of the work will be made on the same basis as is utilized in the regular classroom for similar work.

**Method for Submitting Work Assignment(s):** The student will turn in their assignment(s) to their teacher(s) upon returning to school. A student may check in by phone or online to clarify assignment(s).

**Resources:** The student will be provided with the appropriate textbooks, workbooks and worksheets to accomplish the assigned work.

**Credit to be Earned:** The academic credit to be earned during independent study will be integrated into the academic credit earned in the regular classroom to arrive at the credit earned by the student for the current grading period.

**Student's Agreement:**

1. I will complete all assignments given to me during the time that this plan is in effect.
2. I will turn in all completed assignments by the due date stated on the face of this plan.
3. I understand that I must complete this plan to receive school credit.

**Parent or Guardian Agreement:**

1. I will provide adequate time and an appropriate place for my student to work on his/her assignments during the duration of this plan.
2. I understand that my student must complete this plan by the stated due date to receive school credit.
3. If I become aware that unexpected events will prohibit my student from turning in the assigned work by the stated due date, I will contact the school PRIOR to the due date to make alternative arrangements.
4. I understand that I need to provide the school with at least two week notice to prepare the Student Educational Pre-approved Absence Plan.

**School's Agreement:**

1. The teacher will assign a body of work to be completed during the duration of this agreement that is comparable (but not necessarily identical) to that which would be covered in the regular classroom.
2. The teacher will evaluate the assigned work completed by the student and turned in by the due date stated on the face of this agreement.
3. The specific work assignments made in relation to this plan will be based on the teacher requirements.

\_\_\_\_\_ Date: \_\_\_\_\_  
Principal

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