



DISTRICT OFFICES
Tom Flanagan, Superintendent
150 Colchester Avenue
Burlington, VT 05401
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superintendent@bsdvt.org

BURLINGTON SCHOOL DISTRICT

**10+ CONSECUTIVE DAY PLANNED ABSENCES
REQUEST FORM**

While absences from school can be disruptive to the educational process, we are aware that on occasion, students need to be absent from school for extended periods of time. If a planned absence will extend beyond 10 consecutive days, this form must be filled out by the parent and signed by the principal and teachers.

*Other than in cases of extended illness, bereavement or similar circumstances, the student will be **unenrolled** from school. In addition, the parent and student will be responsible for all academic work. While some schools and teachers may support the family/student with some homework, this is not expected and is not the norm.

Parents and students must be aware that extended absences will impact the student's learning and may cause the student's grades to fall or performance in school to decline. Completion of an approved learning plan may also prevent this. Lack of completion of this plan may affect credit earned and/or grade placement. Lengthy absences may best be addressed through home school application through the Vermont Department of Education

Student name: _____ date of request: _____

Dates of absence: _____ anticipated date of return: _____
(please remind the school at least a week ahead of time re: the return date to ensure that the student is re-enrolled and welcomed back to school).

Reason for absence:

Educational plan during absence:

Parent signature: _____ date: _____

Student signature (at secondary level): _____ date: _____

Teacher(s) signature (agreement with plan):



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Principal signature: _____ date : _____

CC: student file
Truancy Coordinator

Related District [Policy](#):

A student of legal school age who is not enrolled in school shall be considered truant. A student of legal school age enrolled in school who exhibits a pattern of unexcused absences which effects the student's potential for academic success shall be considered truant. The Board of School Commissioners will encourage regular attendance and work to reduce truancy by soliciting cooperation from students, parents, community, and social agencies by supporting strict regulations in regard to tardiness and unexcused absence, and by encouraging diligence on the part of responsible staff members in investigating the causes of absence and seeking appropriate remedies.

Related [Vermont Statute](#), (§ 1123. Attendance may be excused):

*(a) The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for **not more than ten consecutive school days** and only for emergencies or for absence from town.)*