

# QUEST FORWARD HIGH SCHOOL SANTA ROSA

## Planned Absence Request Form

**When considering a planned absence, please keep in mind that QFHS-SR has the following attendance policy taken from the Student/Family Handbook:**

“...Parents should avoid scheduling family vacations, dental and medical appointments or college visits when school is in session. Vacations, college visits and family trips without prior approval from the Director may be considered unexcused absences and no makeup privileges may follow. Parents, as the primary caregivers and educators of their children, have a right to remove their child from school. However, Quest Forward High School, through its Director, reserves the right to determine if an absence is excused or unexcused. All requests for planned excused absences (vacations, college visits, non-school related events and other trips) should be made to the Director at least two weeks prior to the proposed absence and will be considered on a case-by-case basis... At QFHS, absences are tracked on a class-by-class basis. An absence for an entire day will be considered an absence in each of a student’s classes that have met on that day.” (Student Handbook)

To earn credit for a course, the student may not exceed the allowable limit of absences. **These limits include excused and unexcused absences:**

- 3 absences during a term (8 weeks)
- 6 absences during a semester (16 weeks)
- 12 during a year
- 1 for each 2-week or 3-week mini-term

A student will receive no academic credit for a class when 4 absences are reached per term, 7 per semester, or 13 for the year. For intersession classes, a student will receive no credit when 2 absences have been reached. A student who misses more than 15 minutes of an instructional block will be counted as absent.”

**If you are still interested in pursuing a planned absence, please do the following:**

- Complete and submit a “Planned Absence Request” form (available from School Director)
- Prearrange the completion of missed class work with Mentors and obtain signatures.
- Return to school with the work completed and ready to assume all class obligations.
- If prior approval has not been arranged, mentors are not obliged to provide or accept makeup work.

The following page is to be completed and returned to the front desk at least two weeks prior to planned absence. Please return to [attendance@questforward.academy](mailto:attendance@questforward.academy)

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Please return to [attendance@questforward.academy](mailto:attendance@questforward.academy)

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Dates of Planned Absence \_\_\_\_\_

Reason for Planned Absence:

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**All requests must be submitted 2 weeks prior to planned absence.** Assignments are to be made up and submitted within five school days of return. Mentors are not required or expected to prepare additional/supplemental assignments prior to the absence for personal or educational purposes. Required quests are shown below. Prolonged absence will jeopardize typical progress and may affect grades or credits earned.

**The following course information is to be completed by all teachers prior to receiving student, parent, and School Director signatures. Mentors, please circle one of the following and include any necessary work to be done:**

**Current progress in class:**

**AE-Above Expected**

**E - Expected**

**BE-Below Expected**    **Quests to be completed prior to return**

**Mentor Signature**

AE E BE		
AE E BE		
AE E BE		
AE E BE		
AE E BE		
AE E BE		

School Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature & Agreement \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature & Agreement \_\_\_\_\_ Date: \_\_\_\_\_