



DISTRICT OFFICES
Tom Flanagan, Superintendent
150 Colchester Avenue
Burlington, VT 05401
802-865-5332
superintendent@bsdvt.org

BURLINGTON SCHOOL DISTRICT 10+ CONSECUTIVE DAY PLANNED ABSENCES REQUEST FORM
(to be used for planned consecutive absences of 10 days or more)

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 nine 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, all PreK-8th grade students 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.

In cases where High School students have planned absences for personal or educational purposes where students will keep up with classroom assignments, the school principal can approve the continued enrollment of the student.

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: _____

FOR SCHOOL AND DISTRICT USE ONLY:

Teacher(s) signature (agreement with plan):

_____	_____
_____	_____
_____	_____



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☐ This Student will be unenrolled ☐ This Student will remain enrolled in order to complete coursework (**High**

School only)

Principal signature: _____ date : _____

CC: student file and 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.)*