

Students in Grades 9-12 may request an exception to the policy as outlined below:

1. Students who have surgery, are hospitalized for any reason, or have extenuating medical problems resulting in excused absences from school shall provide written documentation from the medical provider to the school principal in order to request an exception to the policy. Students with chronic medical problems must provide the principal with written medical documentation of the illness as soon as the illness is diagnosed and immediately following the termination of the illness when possible. See Request for Exemption of Absences for Medical Reasons Form (Attachment 3).
2. Absences due to student attendance at Youth Leadership Program of Columbia County shall be excused and shall not count against exam exemption in this policy.
3. Absences for seniors to attend mandatory post-secondary admissions and/or scholarship activities shall be excused and shall not count against exam exemption in this policy provided that the absence was pre-approved by the principal. One travel day to and from the post-secondary institution may be allowed depending upon the distance to the site and the time of the activity.
4. Absences for two visits to post-secondary institutions during the junior year and two each semester of the senior year shall be excused and shall not count against exam exemption in this policy provided that each absence is pre-approved by the principal. One travel day to and from the post-secondary institution may be allowed depending upon the distance to the site and the time of the activity. The student would be required to submit a proof of presence signed by a college staff member on letterhead, including a contact number. This letterhead would enable the student to make up any work he or she may have missed while absent and excuse the prior approval as a college visitation. (Absences capped at six (6) days per year) (Attachment 1)
5. Each principal shall maintain a listing and supporting documentation of each request for post-secondary admissions and/or scholarship activity absence and the response to the request and for senior project activities. (Attachments 1, 2 and 4)
6. Absences due to the death of an immediate family member shall be excused and shall not count against exam exemption in this policy (capped at three days per semester). Immediate family is defined as father, mother, brother, sister, child, grandfather, grandmother or spouse of the student concerned or relative living in the residence of the student. Documentation should be attached to the student's request for **an excused absence**.
7. Absences during the school day due to attendance at religious services for high holidays may be **excused with appropriate documentation and pre-approved by the principal** (capped at two days per semester). Documentation should be attached to the student's request for **an excused absence**.
8. Students applying to exempt any exams must return all assigned textbooks, library books, and/or material/items and clear all fines before permission to exempt is granted. Students shall be permitted to retain instructional materials in use at the time of the exemption application provided the teacher of record has verified the status and condition of the textbooks and/or materials.

Appeals to the principal's decision may be made to the Associate Superintendent of Student Learning.

ADOPTED: 4/27/99

REVISED: 8/10/99, 2/8/00, 8/7/00, 3/12/02, 10/22/02, 9/2/03, 8/10/04, 3/26/07, 7/30/07

Columbia County Board of Education

SENIOR POST-SECONDARY VISIT PRE-APPROVAL FORM

Date of Request: _____ High School: _____

Student's Name: _____ H.R. _____

Student's Address: _____

Post-Secondary Institution to Be Visited:

Mandatory Admissions and or Scholarship Activity to Be Attended:

Documentation Attached: _____ Yes _____ No If not, why?

Date(s) to Be Absent and Excused: _____
=====

Date Received in Principal's Office: _____

Date Approved: _____ Date Not Approved: _____
Reason for Not Approving:

Date Student/Parent Notified: _____

Follow-up as Appropriate: _____

Date(s) Approved for Student' Absence(s): _____

IHAA Attachment 3

**REQUEST FOR EXEMPTION OF ABSENCES
FOR MEDICAL REASONS
PER POLICY IHAA**

SCHOOL: _____

Date of Request: _____

Name of Student: _____ Grade: _____

Dates of Absences: _____

Reason for Absences: _____

Medical Documentation Attached: YES NO

Principal's Action:
 Approved Disapproved

Comments: _____

Principal's Signature

Date

APPEALS ONLY:
Associate Superintendent's Action: Approved Disapproved

Comments: _____

Associate Superintendent's Signature

Date

IHAA ATTACHMENT 4

**Columbia County Senior Project
Administrative Exemption Request**

I, _____, request permission to be absent on _____ from _____ (time) to _____ (time) to work on my Senior Project. I need this absence in order to (please check the appropriate box:

- Job Shadow
- Conduct an Interview
- Volunteer
- Other: _____

Appointment meeting place: _____
 (You are allowed ½ hour travel time to and from your appointment. If you need more time, see your coordinator. Please note that students are NOT ALLOWED to work at home during this time.)

I understand that I can have a total of **one (1)** day of administrative exemptions during the school year to work on the research paper (interview only) and/or the product phases of the Senior Project. I also understand that, in order for my absence to be excused, I must (1) bring back to school verification (see **) that my time was spent as stated above and (2) **SUBMIT THIS FORM TO THE SENIOR PROJECT COORDINATOR ON THE DAY I RETURN TO SCHOOL.** I also understand that I must make up any work I missed in my classes and provide my own transportation.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Times of meeting: Beginning _____ Ending _____ Date _____

**Verification signature of supervising adult _____ Phone# _____

Class Period	Teacher Signature	Comments
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		

Principal's Signature _____
 Revised 9/2003