From: Morgan, Stephanie
To: Appel, Lynda; Verdone, Mimi
Cc: Wrightsman, Christine
Subject: RE: Planned Absences
Date: Tuesday, April 14, 2015 3:43:57 PM
Attachments: image002.png

When we discussed it last year, it was the principals' preference to not subject the kid to overflow upon return IF the family followed our process and returned when they indicated they would be returning. Granted, Hodge was the most vocal about that and he's not here anymore, but that is what we decided to roll with. If they do not return for the start of the school year (or whatever date they indicate on the planned absence form nor communicate with the principal regarding a change to what they indicated) then we would withdraw them as of the date they were supposed to be back. We need to let parents know this ahead of time as we communicate through this process with them.

Stephanie

From: Appel, Lynda
Sent: Tuesday, April 14, 2015 9:17 AM
To: Verdone, Mimi
Cc: Wrightsman, Christine; Morgan, Stephanie
Subject: RE: Planned Absences

I did discuss this particular example with Stephanie and she said that it did not. OK to allow this student to leave and return, providing that they complete the necessary paperwork.

Lynda

Stephanie,
Any further clarification???

Lynda Appel
Westlake City School District
Pupil Services Dept.
Manager of EMIS and Student Data
Webmaster
P: 440-250-1275
F: 440-835-6786
E: appel@wlake.org
www.wlake.org

From: Verdone, Mimi
Sent: Monday, April 13, 2015 4:48 PM
To: Appel, Lynda
Cc: Wrightsman, Christine
Subject: RE: Planned Absences

Hi Lynda,
Thanks for the information. When a student goes on a planned absence that takes him/her to the end of the school year, isn't that the same as the request being the "last week of the semester." Thanks for the clarification.
Mimi

Mimi Verdone
Principal
Holly Lane Elementary
verdone@wlake.org
(440) 250-1403

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WESTLAKE City Schools

From: Appel, Lynda
Sent: Monday, April 13, 2015 3:08 PM
To: Hoffman, Dana; Beck, Vicki; Wrightsman, Christine; Westfall, Sandy
Cc: Principals Elementary; Morgan, Stephanie
Subject: Planned Absences

Just to clarify:

Please use the language in your handbook as your guide for Planned Absences. The "15 day rule" has been removed and as long as the parent complies with the 5 day notice as stated below and completes the Planned Absence Form available on our website, they can leave and return w/out the need to re-enroll.
http://www.westlake.k12.oh.us/Forms/PLANNEDABSENCEREQUESTElementary.pdf

Let me know if you have any questions.

Lynda

Requests for Planned Absences

While the Board of Education does not sanction absence from school for reasons other than those listed above, the Board recognizes the value of opportunities to travel as a family. Additionally, the Board recognizes that these opportunities may arise at times that conflict with the school calendar. If in a rare and unique circumstance a parent determines that they must remove their child from school for a family trip, the District requests that a Planned Absence form be completed and turned in to your child's school with at least five (5) school days' notice of the absence. When provided with at least five days' notice, the District will make an effort to compile work that will be missed to be provided to the family in advance of the trip. It is the expectation that work provided in advance of the trip be completed and turned in upon the student's return.

No requests for planned absences shall be approved during the first and last week of a semester, or during the time periods when required State testing is being conducted.
In the event of a planned absence that is not approved prior to the occurrence of the extended absences, the undocumented lack of attendance may result in withdrawal of the student. As a result, the student may be required to re-enroll upon their return.

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Westlake City School District
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