

ELEMENTARY PREPLANNED ABSENCE FORM

Parents:

Please complete this form and return it to the school office at least 2 weeks prior to the desired dates of absence for approval.

It is the responsibility of the student and/or parent to obtain the assignments that need to be made up due to the absence. Please contact the teacher in a timely manner before the trip. Assignments that are given in advance should be turned into the teacher(s) in a timely manner upon returning to school. Please initiate a personal contact with the teacher(s) after an extended absence to ensure that the work expectations of the teacher have been met.

It is to be understood that no amount of bookwork can make up for time away from actual teaching instruction. Some class notes may need to be obtained upon return to school. It is the student's responsibility to obtain these.

Student's Name(s) _____

Today's Date _____

Dates of Absence _____

Reason for Absence _____

Please indicate how you think this trip or time will benefit your child.

Parent signature _____

Administrator's signature _____

_____ Excused

_____ Unexcused