

ELEMENTARY PLANNED ABSENCE FORM

Planned absences include family trips, family vacations and college visits. A Planned Absence Form is to be filled out and **submitted to the office at least two (2) days prior to the absence**. For a family trip or family vacation to be excused, a **parent grandparent, or guardian must accompany the student on the trip**. Any exceptions must be approved by administration for the absence to be excused. Please refer to Handbook for further information related to planned absences and the unexcused absence policy.

Family Name _____ E-mail Address _____

Student(s) Name/Grade _____ / _____ / _____ / _____

Date(s) of Absence _____ Day(s) of Absence _____ Date Submitted _____
(i.e. 9/5 – 9/7) (Wednesday-Friday)

Reason: _____ Family trip/vacation _____ Mission/Church trip _____ Other (specify details below)

Please specify the destination of trip and who is going along:

Missed work: The Planned Absence Form must be completed, turned in **at least 2 days in** advance, and approved by administration for credit to be given for missed student work. **When requested at least 1 week in advance**, teachers will attempt to give students assignments and reading materials prior to the planned absence, but are not required to do so. In such cases the work will need to be made up after the absence. Lessons taught while the student is on a trip, vacation or college visit will *not* be re-taught by the teacher.

Please list all the teachers who need to be notified of this planned absence.

Student 1

Student 2

Student 3

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

Parent Signature _____

Office Use Only

Date received _____/_____/_____

Date copies distributed to teachers/student _____/_____/_____ Distributed by _____

Days missed year-to-date: _____/_____/_____ _____/_____/_____
Student Days missed Student Days missed Student Days missed

Elementary Principal's Signature _____ Date Approved _____