



PARENTS' NOTIFICATION of PLANNED ABSENCE FROM SCHOOL

Please complete the following form and return it to the School Office in advance of the planned absence (preferably one week prior to the absence). Please note that absences during school time are disruptive to your child's education. Even when assignments are made up, the classroom presentations, discussions, and interactions can never be duplicated. Any long term assignments such as reports or projects that come due during the absence should be turned in before the planned absence. Other student assignments may not be requested in advance. It is the responsibility of the student with the parent's guidance to request the missed assignments upon the student's return to school.

Name(s) of student(s): _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Dates of absence: _____ to _____

Date student(s) will return to school: _____

Parent/Guardian who is supervising the student(s) during this absence:

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Reason for Absence and **Location** of trip: _____

We have read and understand the school guidelines and our responsibilities for this absence. We agree to abide by the policies set forth.

Date: _____ Parent Signature: _____