



Notice of Planned Absence

Due in the School Office **Two weeks** Prior to the Extended Leave

Our school emphasizes the importance of school attendance for all students. When a student is absent from school, they miss much more than the paper and pencil activities. They miss direct teacher instruction, explanations, and classroom discussions.

With that understanding, we also realize the importance of family time together, medical procedures, and know unexpected schedule changes happen. We do ask that parents submit a request to take children out of school at least two weeks prior to an extended leave. Make up work should be completed after returning, as per our student handbook. Teachers may give make up work before students leave, but it should not be expected. Parents may be asked to assist the teacher with checking make up work.

It is also the responsibility of the parent/child to request make up work and to complete it in a timely manner. Teachers may not give full credit for make up work.

Student's Name _____ Grade _____
Teacher _____ Reason for Leave _____
Anticipated dates absent from school _____ to _____
Parent's Name _____ Phone # _____
Advance Homework Requested (if possible): YES NO

For Office Use Only

_____ Request form filled out

_____ Classroom teacher notified

Date Received _____ Request Approved _____