

## 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 five (5) 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 the 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. 2/8 – 2/12) (Wednesday-Friday)

Reason: \_\_\_\_ Family trip/vacation \_\_\_\_ Mission/Church trip \_\_\_\_ Other (specify details below)  
 Please specify the destination of trip and who is going along:

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**Missed work:** The Planned Absence Form must be completed, turned in **at least 5 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. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	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

Principal's Signature: \_\_\_\_\_ Date Approved \_\_\_\_\_