

Planned Absence

Parents, please fill out and sign the top portion of form in order to let us know your plans if you will be taking your child out of school for any pre-planned trip, activity, etc. This forms helps us keep track of our students for safety and attendance purposes, and gives us a place to communicate with you and your students regarding assignments or other things your child will miss while away from school.

Student's Name: _____

Grade: _____

Dates & times of absence - reason for absence, if helpful:

Any note that might be helpful for staff to work with your student before leaving or after returning:

Parent's Signature: _____

Date: ___/___/___

Teachers, please fill out the bottom portion of this form in order to clearly communicate assignments and expectations and school work the student will miss while away. Attach additional pages as necessary.

Subject: Teacher's Initials: _____	
Subject: Teacher's Initials: _____	
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Subject: Teacher's Initials: _____	

