

# ABSENCE PLANNED IN ADVANCE - Elementary



An "Absence Planned in Advance" form for absences due to family vacations, mission trips, or other non-medical reasons that are planned at times other than normal school vacations must be completed, signed and returned to the administrator for approval at least **one week in advance**. Work missed should be done before leaving or brought back with the student the day he/she returns. The teacher will work with students in making up such assignments, but it is the responsibility of parents and students to see that they are completed in a timely manner as determined by the teacher.

If such an absence is not to the best advantage of the student, the parent will be advised. Administration may choose to deem absences as excused or unexcused. Teachers will provide assignment information for 5 calendar days of planned absences. Assignments missed beyond 5 days will be the responsibility of the student to secure upon return to class.

**Student Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Dates of Absence:** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_

**Parent Name (Printed):** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

**Signature of Teacher(s):** \_\_\_\_\_

Subject	Assignments	Due Dates
Reading		
Spelling		
English		
Math		
History		
Science		
Bible		

\*\*UNEXCUSED absences may result in the student's not being able to make up tests or other missed work.

For Administrative Use Only:	
EXCUSED: _____	**UNEXCUSED _____
Administrator Signature: _____	Date: _____