

PRE-PLANNED ABSENCE FORM

Please help us plan for your child’s absence due to a family leave. Absences for family leaves are excused only if approved by the building principal. Students are responsible for all work missed due to the absence and for completing said work in a timely fashion. (Parent is to fill out top section of this form & sign below.)

Student name: _____ Today’s date: _____

Family Leave Dates: _____ Reason: _____
(illness, funeral, or vacation)

Grade: _____ Teacher: _____

Present this form to your classroom teacher(s) for signature. Teacher’s signature merely denotes notification. (After teacher signs, please send to office for principal’s signature)

1. _____
(Teacher’s signature)

2. _____
(Teacher’s signature)

3. _____
(Teacher’s signature)

I have read the above information and ensure that my son/daughter will complete work missed as a result of our family leave.

Parent/Guardian Signature: _____

Principal’s Signature: _____

** Retain this form in the school office and make copies for the parent & teacher files