

Planned “Full Day” Absence

Name of Student (Please Print)

Date(s) of Absence

Reason for Absence (Be Specific): _____

- For full day absences, return this form to the Main Office prior to the absence (preferably at least 5 days in advance of the absence).
- This form is for full day absences. For partial day absences, bring a note (signed by a parent/guardian indicating the reason for the early dismissal) to the Main Office before school on the morning of the early dismissal. Put the note in the Early Dismissal basket. Directions regarding signing out are on the basket.

Parent/Guardian and Student,

Thank you for advanced notification of your child’s upcoming absence. Prior to the absence, your child needs to check with each of his/her teachers in order to obtain work that is available. Teachers will expect the student to check with them immediately upon his/her return in order to discuss missed work assigned during the absence and determine due dates. Some work simply cannot be made up such as class discussions, group work and ongoing classroom assessments. Missing class may affect student progress and ultimately the grade in the class. It may also benefit your child to arrange for a classmate to share notes and other class information with him/her.

I have read the above information.

Parent Signature _____

Phone number _____

Student Signature _____