

Planned Absence Assignment Request

As stated in the Handbook, the only legally excused reasons for absence from school are **illness, bereavement, and religious holidays**. It is recognized that parents do on occasion take children out of school for reasons other than those stated above. When scheduled absences must occur, it is important to continue the learning process with minimal disruption. Please remember, however, a teacher is not required to give grades for periods of unexcused absence. This is a courtesy and should be used only for the rare and unavoidable situation. Parents are responsible for helping the student master and complete all assignments during such and absence.

Please submit this form as soon as possible before a planned absence. Obtain your child's assignments for the period of time he/she will be absent from school. **Any work for which credit is expected must be submitted before the planned absence or as otherwise arranged with the teacher.**

Student's Name: _____

Reason for Request: _____

Date(s) of Planned Absence: _____

Student/Parent Pledge

We understand and will comply with the above stated policy for completion of work to be missed during our absence from school.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Comments: _____

Assignments to be attached.