



Lower School Planned Absence Form

Student Name _____ Grade _____ Teacher _____

Date(s) Of Absence: From _____ **Return to School** _____
(Month/Date/Year) (Month/Date/Year)

REASON FOR ABSENCE:

- Family Vacation
- Medical
- Family Event
- Specify Other _____

Parent/Guardian Signature: _____ Date: _____

Important Notice to Students and Parents

Since you will be absent from school, it is your responsibility to inform your teacher as soon as possible and have them sign this sheet prior to the absence. If you are absent during non-school holidays, your teacher is not responsible for providing work for all assignments missed. The teacher will discuss reasonable work for you to complete during this time. If you **do not** follow these instructions, your teachers will have the option of giving you a zero for the days and work missed.

If you are missing any graded work (assignments, quizzes, tests, projects, etc.) while you are absent, your teacher may require that you complete and submit the work before you leave or shortly after you return.

When your teacher has signed this form, return to the Administration Office and have a copy made for you.

Teacher Signature: _____ **Date:** _____

Teacher: *If you have any comments concerning the absence, please notify the Lower School Principal and write them below:*