



4K-5 Pre-Planned Absence Form

(Name) _____ (grade) _____

has requested permission to be absent.

First Day Absent: _____

Date Returning to School: _____

Reason for Absence: _____

The student must arrange to make up assignments for the time missed either before their absence or upon their return based on the teacher's decision and will be held responsible for any material missed in class presentation. We ask parents for their help in completing missed work and lessons.

_____ (parent signature)

Teachers: Please sign below to indicate that the student has arranged with you for make-up work, either before their absence or upon their return. Please return this form to the building office for approval.

Date work needs to be completed: _____

_____ (teacher signature)

This absence is excused.

This absence is not excused.

_____ (principal signature)