

WEST WOODLAND ELEMENTARY School

Planned Absence Form

West Woodland Elementary Absence Policy: Parent or guardian must provide notice to the school three (3) school days in advance of a planned absence. Principal or designee will review and establish the absence as excused or unexcused.

This form must be submitted to the Attendance Specialist, Marie Sumpter, in the main office at least three (3) school days before the start of the planned absence (3 or more days). **You must obtain a signature from the teacher before turning this form in to the office. Please include a copy of the homework plan. A separate form must be submitted for each student.*

Student Name: _____ **Grade:** _____

Dates of absences: _____

Reason for Absence: (Please check one)

_____ **Medical:** Student has a pre-planned medical appointment that will last 3 or more days

_____ **Funerals or religious holidays:** Up to 5 days excused if the event is out of state.

_____ **Family Vacation:** Family vacations will be recorded as unexcused absences **unless they are approved by the principal:**

- a homework plan needs to be pre-arranged with the teacher and submitted with this form (see page 2)
- principal will review for approval.

_____ **Other :** (Please explain)

❖ Please attach an educational plan for extended absences planned to last more than 2 days (see 2nd page of form).

Parent Signature _____

Date _____

Teacher Signature _____

Date _____

Administrator Signature _____

Date _____

Absence Excused: _____ (Principal Initials)

Absence Unexcused: _____ (Principal Initials)

***Please use this form to complete an academic plan for extended absences.**

Student Name: _____ Teacher's Name: _____

Day/Date (ex: Monday, Sept. 8, 2019)	Subject (ex: Math)	Task to be completed (ex: make-up homework tasks, reading tasks, presentation upon return)