

PLANNED ABSENCE

School District of Reedsburg
Elementary Level Schools

Submit this request to the Principal in advance of your requested absence dates.

Complete a form for each child involved. Without the principal's written approval (bottom), your child's absences will be considered unexcused.

Student _____ Grade _____ Teacher _____

Dates of Absence _____

Reason for request _____

Parent/Guardian Signature _____ Date _____

Parent:

Complete the top portion and return to the classroom teacher.

Teacher:

Complete the "**Homework**" section on the back, make two copies (front and back), attach the copy to homework and send home with student. Give the other copy to the office. The teacher keeps the original copy. When child returns and all work is completed, sign and date original copy and put in Principal's mailbox.

Principal:

The Principal will approve or deny the absence. A copy will be sent home to the parent and original will be kept on file.

Notice from Principal to Parent:

Absence *is approved* and will be considered excused on the student's record. _____

Absence approval *is denied*; the absence will be considered unexcused. _____

Comment:

**HOMEWORK ASSIGNMENT
FOR PLANNED ABSENCE**

Student's Name _____

Student is to complete the assignments shown below. Assignments are due as shown in each section.

Assignments:

We hope this time of absence was an important family event that included a unique alternative learning opportunity for your child!

Comments

Teacher's signature/initials _____ Today's date _____
(Teacher, please sign and date when student has completed the assigned homework)

Principal's Signature _____ Date _____