



**NOTICE OF
PLANNED ABSENCE**

My child _____, will be absent from his/her classes
from _____ (date) through _____ (date)

all day **OR**, if only part of a day, enter time: from _____ to _____

Grade _____ *Lower Campus Only: Teacher* _____

The purpose of this absence is Bereavement College Visit DMV Sports Competition

Family Vacation Other (please explain) _____

Parent/Guardian Signature

Date of Notice

Parent/Guardian email address

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

OFFICE 1 2 3 4 5

This absence is excused. For middle and high school students: Projects, papers, etc. assigned more than a week in advance of the absence are expected to be submitted on time (electronically) if due during the absence. Students should discuss their absence with their teacher prior to missing class and make arrangements to complete all missed assignments.

This absence has exceeded the permitted number of planned absences and is unexcused. Students will be required to make up all missed assignments including tests at the teacher's convenience. Work missed due to an unexcused absence may result in a reduction in grade for all work completed and turned in as scheduled.

Administrator's Signature

Date