

REQUEST FOR PRE-PLANNED ABSENCE

AMELIA EARHART INTERMEDIATE SCHOOL

STUDENT NAME: _____

GRADE/TEACHER: _____

DATE OF REQUEST: _____

DATE OF PLANNED ABSENCE: FROM _____ TO _____

REASON FOR ABSENCE: _____

Absences of a week or more can be very detrimental to a student's academic progress. While we realize unexpected emergencies arise, regardless of the type of absence, the teacher will decide the nature and extent of the make-up work that is necessary for the child to complete.

THE FOLLOWING WILL APPLY TO ALL PRE-PLANNED ABSENCES:

1. Assignments and materials missed during the student's absence will be given to the student upon his/her return to school from the absence.
2. The student will be allowed a number of school days equal to his/her days of absence to complete and turn in assignments missed during absence.
3. Many in-class activities (i.e.: science experiments, participation in discussions, lectures, films, demonstrations, tests, etc.) may be impossible to make up, which may affect a student's academic progress.
4. This completed form must be returned to the school office PRIOR to the first day of the absence. Failure to do so may result in the cancellation of the school's responsibility under items #1 and #2.

PARENT SIGNATURE

DATE

TEACHER SIGNATURE

DATE

REMARKS: _____

(Please give parent a copy of the signed form and return original to Attendance Clerk upon completion)