

## PLANNED ABSENCE FORM

If you plan for your child to be absent from school, please fill out this form one week prior to the absence. Deliver it to the school office in person or by fax (587-2092) to insure that teachers have time to prepare assignments and schedule makeup test.

Student's name: \_\_\_\_\_  
and grade \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of absence: \_\_\_\_\_

Parent signature: \_\_\_\_\_



Office use: email teachers who need this information.