

 **Kewaunee Grade School**
Planned Absence Form

This form is to be filled out one week before the planned absence.

My child, _____, will be absent from school on

_____ for the following reason:

_____.

I am requesting that this be considered an excused absence and that my child be permitted to make up any work for the days absent. Work will be completed and handed in to the teachers prior to the day(s) absent, or made up after my child returns to school at the discretion of the teacher. All work must be made up to the satisfaction of the teacher or a “zero” will be averaged for each class period missed.

_____ Parent Signature

_____ Date

_____ Principal’s Signature (to be obtained **before** teachers’ signatures)

Teachers: Please check the appropriate column.

- **Column I** - Student will be allowed to make up work provided it is accomplished within the time allotted by the teacher.
- **Column II** – The type of work being done during the absence cannot be made up.
- **Column III** – I strongly recommend that your child not be absent as his/her academic progress cannot afford the lost time.

Course	Teacher Signature	I	II	III	Comments

This form is to be submitted to all teachers before the planned absence. Return this completed form to the secretaries in the office prior to leaving for the planned absence.