

Planned and Extended Absence Request (Elementary)

(Must be completed prior to absence)

Student (1) Name: _____ School: _____

Student (2) Name: _____ School: _____

Dates of extended absence: _____

**In cases of multiple planned absences, complete this form and fill in the tables below at the beginning of the school year.*

Reason for extended absence: _____

School expectations for extended absences:

Family trips that create extended absences are discouraged and absences for vacations will not be excused. Planned and extended absences of four (consecutive) or more days shall be documented in advance using the Extended Absence Form, including multiple absences for extra-curriculars such as non-school related sporting/club/music/dance events.

Note: Parents/Guardians are encouraged to have the student read on a regular basis.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone #: _____ Parent/Guardian Email: _____

Students in elementary school (& BCS 3/4) - Teacher Comments/Concerns (if any): _____

Log multiple extra-curricular (sports/music/club/etc.) absences below

Student (1) Name: _____

Student (2) Name: _____

Day	Date	Reason
Wednesday	1/1/2099	EXAMPLE: Dance Recital

Notes: _____

Day	Date	Reason

Notes: _____

Extra-Curricular Activity Contact:

Title: _____

Name: _____

Phone: _____

Email: _____

**Attach additional lines and/or pages if needed.*

FOR OFFICE USE ONLY

Staff Member: The parent/guardian of this student, in compliance with the Board of Education Policy, requests permission for this student to be absent from classes. This form must be signed below by the child's teacher(s) and returned to the School Office for Principal signature and final approval before departure.

Assigned Attendance Code: ☐ EN ☐ EE

Principal Signature: _____ Date: _____

Notes: _____

A copy of this form shall remain in each student's CA-60 for the current school year