



AISM Primary School

PLANNED ABSENCE FORM

The school recognizes that families occasionally have to be absent for short periods of time for a variety of reasons. However, we also recognize that removing your child from school can have a negative impact on his or her academic progress, social skills and emotional well-being.

Please be advised that the school has a limit of **18 days** per academic year for student absence. If your child exceeds this number of absences, their attendance will be classified as chronic. This could possibly lead to retention due to delayed development.

In order for this planned period of absence to be authorized, you must complete this form and discuss it with the Primary School Principal.

To be completed by parents 2 weeks before the planned absence:

Name and Grade: _____

Dates Proposed: _____

SIGNATURE: _____

Reasons for absence:

- Medical or Dental Appointment Family Holiday
- Official Documentation Appointment Other (explain): _____

I have informed the classroom teacher _____

To be completed by Primary Admin

Assistant

Days absent: _____

PRINCIPAL'S SIGNATURE: _____