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Grapeview School

"Working together to engage and inspire!"

PLANNED ABSENCE FORM

This form is to be used when a parent/guardian knows in advance that their child will be absent. Please read, complete and return this form to your school's office prior to the day your child will be absent.

These absences will be counted as planned absences if this form is completed prior to the absence and will be changed to an excused absence if all make-up work is turned in on time. If a form is not completed and/or the make-up work is not completed on time, the absences will be recorded as an unexcused absence in your child's attendance record.

Students will typically be allowed one (1) day of make-up per one (1) day of absence to complete the missed assignments. It is the responsibility of the parent/guardian to obtain from their child's teacher any make-up work prior to or following the absence.

Student's Name _____ Grade _____ Teacher _____

Reason for absence _____ Dates _____

To be completed by school administration

Administrator's Signature _____ Date _____

Comments or Concerns _____

Teacher(s) – Was make-up work turned in on time?

Yes _____ No _____ Signature _____

Comments _____

FINAL DETERMINATION: EXCUSED _____ UNEXCUSED _____