



# Park Avenue Elementary School

## Planned Absence Form

Students must return this form to the Building Secretary at least one week prior to the absence.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason of Absence: \_\_\_\_\_

Dear Parents/Guardians,

State law places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for students to be out of school for any reason other than approved absences per administrative guidelines. For students who will be absent the following procedure is to be observed:

- All assignments must be completed either prior to the absence or immediately following their return, as deemed per the teacher.
- Upon return to school the student should be ready to resume studies with the class.
- Teachers should sign (and comment if desired) this form.

Teacher	Subject	Comment	Teacher's Initials

Failure to complete and return this form prior to the absence will result in the student's absences being documented as unexcused.

\_\_\_\_\_  
Parent Signature & Date