

Cherrydale Primary



Home of the Cheetahs

PLANNED ABSENCE REQUEST

The parents of _____ are requesting permission for the student to be absent from school on the following dates:

Reason for Absence: _____

Teacher: _____

Cherrydale Primary School strongly discourages students from taking extended absences during the school year, and conferences are scheduled when excused or unexcused absences are of concern. When students are absent from school, they lose valuable time and can fall behind in classwork and miss learning key skills. It is understood that the student will complete all missed work and turn it in by the deadline established by the teacher. Approval of future requests will be based upon the results of this request.

Please have the teacher sign below before signing and submitting your request.

Teacher Signature: _____

Work will be turned in on: _____

Comments: _____

I have reviewed the above information and give my permission for my son/daughter to be absent from school in accordance with the details outlined above.

Parent Signature: _____ Contact Number: _____

Approve Decline

Office Use Only: Current # Excused _____ Current # Unexcused _____ Current # Tardy _____ Current # Early Dismissal _____

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Ryan Douglas, Principal • Lanae Olson, Counselor