

Cherrydale Primary



Home of the Cheetahs

PLANNED ABSENCE REQUEST

Cherrydale Primary School strongly discourages students from taking extended absences during the school year, and conferences will be scheduled when excused or unexcused absences are of concern. When students are absent from school, they lose valuable instruction 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 return completed form to the office. Please circle if you would like a copy – YES or NO.

The parents of _____

are requesting permission for the student to be absent from school on the following dates:

Reason for Absence: _____

Parent Signature: _____ Phone: _____

Work Assigned by Teacher: _____

Work will be turned in on: _____

Comments: _____

Teacher: _____ Teacher Signature: _____

Approve Decline

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

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Christine Firth, Principal • Michael Miller, Assistant Principal • Lanae Olson, Counselor