



Elementary Student Planned Absence

Date of Request: _____ Date(s) of Absence(s): _____

Student Name: _____

Reason for Absence: _____

Each teacher:

- signs to acknowledge planned absence,
- when given a 4 day or more advance notice, will provide assignments to the student,
- assignments are due within 1 week after the above return to school date,
- follow up with student for completion of any other missed course work with defined due dates.

While CLS is supportive of necessary planned absences, students who miss days of school are at risk of affecting their academic growth and grades earned, also all planned absences will be excused

Subject	Teacher	Teacher Signature	Assignments
Math			
Literacy			
Science			
Social Studies			
Culture			
Music			
PE			

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Principal Signature: _____ Date: _____