



siʔab ləšxay ʔalalʔtxw
Chief Leschi Schools

*Grounded by Culture
Driven by Learning*

CLS PLANNED ABSENCE FORM

This form is to be used when a parent/guardian knows in advance that their child will be absent from school. Completing this form does not guarantee administrative approval or excusal of absences. The advanced notice allows for a child's teacher(s) to prepare assignments that will be missed during the absence.

Please note that an accumulation of absences (excused or otherwise) can have a dramatic impact on a student's progress and development. Prearranged approved absences will be tracked and action may be taken by the school to support improved attendance in accordance with tribal, local, and federal law.

Student Name: _____ **Grade:** _____

Teacher Name: _____

Reason for absence: _____

Dates: From _____ **Through** _____ **Total Days** _____

Parent/Guardian Signature _____

TO BE COMPLETED BY SCHOOL ADMINISTRATION

Administration's Signature _____ **Date:** _____

Comments/Concerns: _____

Teacher(S): Was make-up work completed and turned in on time? ☐ **Yes** ☐ **No**

Teacher's Signature _____ **Date:** _____

Comments/Concerns: _____

Office Use:

FINAL DETERMINATION: ☐ **EXCUSED** ☐ **UNEXCUSED**

Parent Copy Sent home ☐ **Teacher Copy for Final Signature** ☐ **Recorded in Student Absent File** ☐

Previous Excused Absences: _____ **Previous Unexcused Absences** _____



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SECONDARY STUDENT PLANNED ABSENCE

Each Teacher:

- Signs to acknowledge planned absence
- Assignments are due within 1 week after the above return to school date.

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.

Period	Class/Teacher	Current Grade	Teacher Signature	Assignments
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
ADV				