



Planned Absence Form

Chestnut School

Date: ____ / ____ / ____

Name of Student: _____ Grade: _____

I request that my son/daughter be excused from school from _____
to _____, a total of _____ days.

Reason/Purpose: _____
_____.

I understand that each of my child's instructors will sign this form indicating that he/she is aware of the pending absence. The teacher will give the student any assignments that need to be completed during the planned absence. **All assignments are to be completed and turned in no later than the day after the student has returned to school, unless otherwise arranged with the teacher.** Students may be requested to take quizzes and tests on the same date as mentioned above.

The school is taking no responsibility to see that the student makes up this work. Parents will assume responsibility and must realize that failure to submit the work may affect the student's grade.

***** PARENT SIGNATURE _____ Date: ____ / ____ / ____ *****

Teachers: Please sign below, and give assignments to students as soon as possible.

This completed form must be turned into the office at least one day prior to the actual planned absence.

Comments/Assignment

Teacher's Signature

Principal's/Designee Signature