

# Riverview School District Stillwater Elementary

## PLANNED ABSENCE FORM

**\*\*\*Planned Absences Need To Be Turned In 2 Weeks Prior To The Absence\*\*\***

This form is to be used when a parent/guardian knows in advance that their child will be absent from school. Please read, complete, and return this form to the school office prior to the day your child will be absent.

These absences will be marked in Skyward as Planned Absences (U). If homework is completed when the student returns to school, the absence will be changed to an Excused Absence (E). If a form is not completed and/or the make-up work is not completed on time, the absences will be recorded as an unexcused absence in your child's attendance profile.

It is the responsibility of the parent/guardian to obtain from their child's teacher (s) the make-up work prior to or following the absence.

District policy (3122) states that excused absences will include: illness or other health conditions, family emergencies, school-approved activities, religious observations, and disciplinary actions. A student whose absence is not excused shall experience the natural consequences of his/her absence.

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_

DATES: FROM \_\_\_\_\_ THROUGH \_\_\_\_\_ TOTAL DAYS \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL ADMINISTRATION

Administrator'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: \_\_\_\_\_  
\_\_\_\_\_

FINAL DETERMINATION:  EXCUSED  UNEXCUSED

Recorded in Skyward