

Teacher's Name _____

PLANNED ABSENCE

ROGERS ELEMENTARY SCHOOL

I request that _____ be given a Planned Absence for the following date/dates:

We will work with the school to ensure that all missed work is completed. The teacher will note the above dates, provide advance assignments, and give the student appropriate assistance to make up missed work.

Date

Parent/Guardian Signature

Approved _____

Disapproved _____

Principal's Signature

FOR OFFICE USE ONLY

Day/Days

Day/Days Previously Taken

Teacher's Signature