



Sts. Peter and Paul School PLANNED ABSENCE FORM

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 counted as an **Excused Absences** if this form is completed prior to the absence and if all make up work is completed and turned in on time. If a form is not completed and make up work is not completed and turned in on time, the absences will be recorded as an **Unexcused Absence** in your child's attendance profile.

Students will typically be allowed one (1) day of make up per one (1) day of absence to complete the missed assignments. It is the responsibility of the parent/guardian to obtain from their child's teacher (s) makeup work prior to or immediately following the absence.

School policy states that excused absences will include: illness or health conditions, family emergencies, religious observations, and disciplinary actions. A student whose absence is not excused shall experience the natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs or when class attendance is specifically related to the grade during the period of time when the student is absent.

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 Attendance