

PLANNED ABSENCE FORM
St. Cecilia School

Parents: This form must be completed and submitted directly to the main office ONE WEEK IN ADVANCE of the first date of your child's planned absence from school. (An exception to this advance notice requirement will only be made in matters of urgency or extenuating circumstances.) Please submit a separate form for each child, either electronically or in hard copy.

Name of Student: _____ Grade: _____

First Day/Date that student will be absent from school: _____

Day/Date that student will return to school: _____

Reason for Absence: _____

Parent Signature: _____ Date: _____

NOTE: When absences are due to vacation or out-of-town events, teachers cannot be expected to provide homework or projects in advance and are unable to spend additional time helping a student with his/her assignments or test preparation. Both the parents and student should be aware that planned absences, unless for medical or emergency reasons, may adversely affect a student's grade, due to loss of instructional time, classroom discussion and hands-on participation in specific subjects.

*****OFFICE/TEACHER USE ONLY*****

Tests, quizzes and/or projects that are to be taken or turned in before the planned absence:

Teacher Comments (including due dates upon return for missed homework, if applicable):

Distribution of Form: Homeroom Teacher _____
Other Teachers _____

Parents: Once you submit this form to the office, the office staff will distribute it to your child's teacher(s). The teachers will complete the form in a timely fashion and return it to the main office. In turn, the office staff will email to you any Planned Absence forms completed by your child's teacher(s) prior to the absence.