



## REFORMATION LUTHERAN CHURCH & SCHOOL

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### **Planned School Absence Form**

This form must be complete for **ALL** planned absences regardless of their length

*I have read the policy in the school handbook regarding planned absences.* \_\_\_\_\_  
(Signature of parent completing form)

Date form submitted to Principal:

Student's name:

Dates of planned absence:

Reason for absence (if applicable, please explain why the event must take place during scheduled school days):

Does your child faithfully submit completed homework on time? Yes      No

Is your child currently receiving a "C" or better in all subjects? Yes      No

Did the principal receive this form at least 2 weeks prior to the planned absence? Yes      No

*(If you answered no to any of the four questions above, the absence will not be excused)*

Is there anything that you think the principal should know that would impact his decision to excuse the absence?

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## **Exerpt for the Reformation School Handbook page 12**

*Excusable absences are those resulting from illness, medical, dental, optometric appointment, or bereavement. Examples of non-excusable absences are absence from school to run errands for parents, absence from school to help care for children, absence from school because of family travel or vacation plans unless pre-approved by the principal. Planned absence from school for any reason will be marked as "unexcused" unless the Planned absence form has been submitted to the principal at least 2 weeks prior to the planned absence. Submitting the form does not guarantee that the absence will be excused. Other factors such as the students grades, their ability to keep pace with their class, their history for missing work, and the reason for the absence will be considered before the absence will be excused.*

*All classes and assignments missed during non-excusable absences will be given a grade of a "0%".*