

**Hesperia Christian School
Elementary Planned Absence Form
Grades 1-6**

Absence is for: (Check One)

One Day Only _____

Two or more Days _____

See Attendance Policy for guidelines concerning planned absence approval.

One Day Only:

For a one day planned absence, Planned Absence Form must be completed and returned, or request called in no later than 8:10 a.m. the morning of the absence. School administration will approve absence based on guidelines in the attendance policy. Students may make up work as for excused absences.

Two or more Days:

A Planned Absence Form must be completed and returned no later than 48 hours before the absence. For a two or more day planned absence, work is due the day the student returns. If a test is scheduled during the planned absence, arrangements to take the test must be made before the trip or the test will be counted the same as an unexcused absence.

Fill in below:

Teacher _____ Grade _____

My Child _____ will not be in school on _____

Because _____

I realize that my child will be missing school on the above date(s) and that all work assigned during the absence is due as explained above.

Parent/Guardian Signature

Date

Approval Signature

Date

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Teachers Use Only:

Approval must be signed before assignments may be given. Indicate all assignments for the above mentioned date(s) if absence is two or more days. Use the back of this form or use your own form to communicate assignments needed. Make a copy for your records. If absence is for 1 day only they can make up work as for an excused absence.