

FREEBURG C.C.S.D. #70

Request for Planned Absence from School

Any absence from school except for illness is strongly discouraged. An absence from school can be arranged in advance for a few necessary absences. The student for whom the absence has been pre-arranged has the responsibility of contacting the instructors and making all arrangements for any make-up work. This request must be presented to the School office at least three (3) days in advance of absence, unless emergency. Notices that are less than 3 days in advance – teachers will not be required to give work in advance. Make-up work will need to be completed within three (3) days of student’s return or NO credit will be given.

_____ will be absent from
(student’s name) (grade)
school from _____ through _____.
(date) (date)

Description of absence: _____

It should be noted that family vacations during school time are **strongly** discouraged. Vacations should be planned during the summer or during Winter or Spring breaks. At least one parent must accompany the student on vacation for it to be excused. Vacation requests will not be considered valid for more than five (5) school days each year, over five (5) will be unexcused. Major projects or term papers must be turned in before you leave. **Lastly, realize that being absent from class lectures, lab experiments, group discussion or group projects causes the student to miss valuable learning experiences that can never be completely recovered.**

(Parent’s Signature) (Principal’s Signature)

SUBJECT TEACHER’S INITIALS
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please complete this form and return it to the Office before leaving.