

**Sevastopol Elementary
Planned Absence Form**

If absences exceeds 2 days please complete the following form and follow the steps. If your child has been absent 10 or more days prior to this request, a three day prior approval from the principal is required. Please complete steps 1-4 in the proper order.

1. Parents **sign the form and fill in the dates that your child will not be attending school.**
2. Give this completed form to your child's classroom teacher.
3. Parents call the office and confirm the absence with the office secretary.
4. **Make sure your planned absent form is signed by the teacher, administrator and secretary before you leave.**

Student Name: _____

Dates of Absence: _____

Reason of Absence: _____

Parent Signature: _____

Children will complete all assignments when they return. Additional time after school may be required.

Optional: Parents can request homework in advance but those advanced assignments must be completed on the day the student returns to school. You must notify the teacher **three days in advance** if you are requesting homework to be completed during this absence.

Teacher signature _____ Date _____

Principal signature _____ Date _____

Secretary signature _____ Date _____