

NOTICE OF PLANNED ABSENCE

This form must be filled out completely signed by parents, initialed by teachers and principal, and turned in to the office at least **one school day** before the absence is to occur.

Please excuse _____
(Student's Name)

from school on _____ (Date) _____

Reason for Absence: _____

This is being done with my knowledge and approval. I understand that this absence in no way absolves my child from his/her turning in assignments or taking examinations. Furthermore, I fully understand that my child's grade may be affected by his/her absence.

(Parent's Signature) (Date)

Teacher should initial their approval.

Teacher	Assignments	Student is passing (Y/N)
_____	_____	_____

(Principal's Signature) (Date)

Excused Unexcused

The State of Kansas has identified an excused absence as: A) illness of the student, verified by the parent either orally to an administrator or in writing, B) doctor or dentist's appointment as verified by parent or doctor, C) death in the immediate family.

"Take Your Child To Work Day" needs to be a planned absence.