

White River School District  
Elementary

PLANNED ABSENCE FORM

This form is to be used when a parent/guardian knows in advance that their child will be absent. Please read, complete and return this form to your school's office prior to the day your child will be absent.

These absences will be counted as planned absences (PA) if this form is completed prior to the absence and will be changed to an excused absence if all make-up work is turned in on time. If a form is not completed and/or the make-up work is not completed on time, the absences will be recorded as an unexcused absence in your child's attendance profile.

Students will typically be allowed one (1) day of make up per one (1) day of absence to complete the missed assignments. It is the responsibility of the parent(s) to obtain from their child's teacher(s) the make-up work prior to or following the absence.

Teacher's Name: \_\_\_\_\_ Student's Name \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates: From \_\_\_\_\_ Through \_\_\_\_\_ Total Days \_\_\_\_\_

Parent Signature \_\_\_\_\_ Phone \_\_\_\_\_

To be completed by school administration

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Concerns \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher(s) Was make-up work turned in on time?

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature \_\_\_\_\_

Comments \_\_\_\_\_

FINAL DETERMINATION: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

(Copies to Parent, Office, Student File)