

Vacaville Christian Elementary School
PLANNED ABSENCE FORM & REQUEST FOR ASSIGNMENTS



1. **Student Name:** _____ **Date:** _____
Teacher: _____ **Grade:** _____
Expected Dates of Absence: _____
Purpose/ Reason for Absence: _____
Parent Signature: _____

2. **Parents Please Note:**

Family vacations and trips should be scheduled during vacations since it is often difficult for a child to make up work during an absence, not to mention the detriment to the child's learning due to missing classroom instruction. Should it be absolutely necessary for a child to miss school due to a trip, parents must procure permission from administration **5 days in advance** of the absence by filling out our Planned Absence Form. **Failure to receive advanced absence approval will result in an unexcused absence.** Please note that the act of applying for this approval does not ensure that this will be considered excused. Special considerations will be made for exceptional situations extending beyond 5 days. In this type of absence, all work missed will be due upon the first day of return to school. **Approval of a planned absence is subject to a review of attendance history and academic standing.**

3. **Assignments:** Please be advised this is a tentative estimation of work that will be covered in class during your child's absence.

Language: _____
Reading: _____
Phonics: _____
Math: _____
Spelling: _____
History/Geography: _____
Science: _____
Bible: _____
Penmanship: _____
Other: _____

Teacher Approval: _____ Yes _____ No
Teacher Comments: _____ _____

DO NOT tear apart and/or give to parent UNTIL STEP 4 IS COMPLETE!

4. **Office Use Only**

#of Absences to date: _____ Ex. _____ Un. _____ Planned _____
Date Rec'd _____ Staff Initial _____ Date _____
Administrator's Signature _____
<input type="checkbox"/> Excused <input type="checkbox"/> Unexcused Note: _____