

# Riverview School District

## PLANNED ABSENCE FORM

This form is to be used when a parent/guardian knows in advance that their child will be absent from school. Please read, complete, and return this form to the school 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 (EA) 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/guardian to obtain from their child's teacher (s) the make-up work prior to or following the absence.

District policy (3122) states that excused absences will include: illness or other health conditions, family emergencies, school-approved activities, religious observations, and disciplinary actions. A student whose absence is not excused shall experience the natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs or when class attendance is specifically related to the grade during the period of time when the student is absent without excuse.

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

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

DATES: FROM \_\_\_\_\_ THROUGH \_\_\_\_\_ TOTAL DAYS \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL ADMINISTRATION

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

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

Teacher (s): Was make-up work completed and turned in on time ?  Yes  No

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

FINAL DETERMINATION:  EXCUSED  UNEXCUSED

Recorded in Absence Book in Office