

**Damiansville Elementary SD #62**  
**Planned Absence Form**

**\*\*\* Planned Absence Forms Need to be Turned In 1 Week Prior to the Absence\*\*\***

This form is to be used when a parent/guardian knows in advance that their child will be absent from school for more than 2 days. In accordance with the student handbook:

Parents who take students out of school for “trips” or “vacations” are required to notify the office 1 (one) week prior to the absence. Damiansville Elementary strongly discourages parents or guardians from removing students from school while it is in session, except for health or family emergency reasons. In the event it is necessary to remove a student from school for reasons other than health or family emergency, a prearranged absence form must be filled out and signed by the parent/guardian. The prearranged absence form may be obtained in the office and must be on file in the office in advance. Parents may request homework be sent home with their child(ren) in advance of the pre-arranged student absence. Assignments will be given at the discretion of the teacher. These assignments are due upon return unless given special permission by instructors. It is understood that a student may likely suffer academically because of absence from regular classroom instruction. We hope that parents will carefully consider taking students out of school.

**Student’s Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher’s Name:** \_\_\_\_\_

**Reason for absence:**

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

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by school administrator**

**Administrator signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes:**

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