

Planned Absence Form

Bryn Athyn Church School

Expectations:

1. The student will be responsible for completing all assignments missed, as specified by the teacher.
2. Requests for discretionary absences during standardized test periods are strongly discouraged.
3. If excused, this absence will count toward the ten allowable absences before a doctor's note is required to return to school.

Directions:

1. Complete and submit the form to school office at least five days prior to absence.
2. Before the absence, communicate with your child's teacher to find out what schoolwork is to be completed.

Planned Absence Form:

Student Name: _____

Grade: _____

Homeroom teacher: _____

Date(s) of absence: _____

Destination: _____

Reason for absence: _____

☐ I have read and understand the expectations listed above and will work with my child to meet them.

☐ I understand that my child is responsible for making up his/her missed schoolwork.

☐ I understand that if I do not submit this form to the school, the absences will be recorded as unexcused.

Signature of Parent/Guardian _____

Parent email _____

Date _____