



## Pre-Planned Absence Request Form

Revised 8/19/19

Parents should be aware of the impact that absences have on both students and teachers. School year trips and vacations are discouraged as the class time missed has a negative impact on student learning.

Parents are asked to submit this **Pre-Planned Absence Request Form** to the principal at least one week in advance of the absence if they wish the absence to be considered EXCUSED.

Parent may request assignments in advance and, if possible, teachers will provide assignments in advance of the absence. Assignments, given in advance, should be turn in upon return to school. Tests missed should be completed within two days of returning. Assignments not given in advance are due based on the number of days the students was absent.

**Vacations and trips taken without prior approval will be considered unexcused and all work/tests missed will receive a 50% grade deduction.**

Parent(s) will receive email notification from the principal regarding the status of your absence request. If an absence is considered unexcused, all completed work and tests will receive a 50% grade deduction. This form is available on the SJS website and in the main office.

Please complete the section below and return it to the principal at least one week prior to the student's absence.

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Print student name(s)

Homeroom

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Print student name(s)

Homeroom

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Print student name(s)

Homeroom

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Date(s) of Absence

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Reason for absence

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Parent/Guardian signature

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Date