

**EAGLERIDGE ELEMENTARY SCHOOL
REQUEST FOR PERMISSION FOR PLANNED ABSENCE**

“Absences due to illness or a health condition, school-related activities, family emergencies and, as required by law, disciplinary actions or short term suspensions shall be excused. In addition, the principal may, upon request by a parent, grant permission in advance for a student’s absence providing such absence does not adversely affect the student’s educational progress.” (School Board Policy #3122)

Student’s Name: _____ Teacher: _____

Dates of Absence: _____

State reason for request: _____

As a parent I realize that absence from school involves missing educational experiences that cannot be made up and may, therefore, cause my student to receive a lower grade. I will assume the responsibility for the absences from school and helping my student complete missing assignments outlined in the teacher comments.

Signature of Parent: _____ Date: _____

Parents: The section below is to be completed by your student’s teacher(s). This form must be turned into the office at least 2 days prior to the absence.

Teacher Recommendations to Minimize Learning Loss (work may be attached):

- Read for 20 minutes each day (silently and/or aloud).
- Review vocabulary terms (in science, math, literacy).
- Complete the following assignments: _____.
- Practice writing your spelling words.
- Complete a project that has already begun: _____.
- Keep a daily journal of your travels and be ready to share it with your teacher.
- Other: _____

Principal’s Signature: _____

Absence Approved _____ Absence Not Approved _____