

North Santiam School District
K-5
Planned Student Absence Request

Step 1

The parents of _____ have requested that he/she be granted permission to be absent from school for a period of _____ days.

Beginning _____ and ending on _____. The purpose of the planned absence is _____

Date of Request: _____ Parent Signature: _____

Student Name: _____ Grade: _____ Location: _____

Step 2

Classroom Teacher: _____

Homework Assigned: Yes/ No: (if no, please state why):

Teacher Comments:: _____

Step 3

Office

Comments: _____

Request Approved: Yes/ No (if no, please state why) _____

Absence Excused: _____

Absence Un-Excused:: _____

Building Principal Signature: _____ Date: _____

* Student and parents should expect that even though written work is made up, an extended absence may result in a lower grade in classes which depend heavily on student participation