

WINKLER ELEMENTARY SCHOOL
PLANNED ABSENCE FORM

Reference: School Board Policy – Student Attendance Policy

To be completed PRIOR to student absence. Please Print.

Student's Name: _____

Grade Level: _____ Homeroom Teacher: _____

Description of Absence: _____

Dates of Planned Absence: _____

Number of School Days to be Missed: _____

Number of School Days previously missed due to other Pre-Planned Absences: _____

Parent/Guardian Signature: _____ Date: _____

Please Note: When at all possible, family trips should be planned so as to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purposes of a family trip, a student will only be excused for a maximum of ten (10) days per school year.

With advance notice, teachers will make an effort to gather schoolwork for students to complete during their absence. However, please note that this is not always possible. A student with an excused absence is always entitled to make up missed work and will be given the same amount of time as the absence to complete it.

For School Use Only:

_____ Request Accepted _____ Request Accepted, but not Recommended _____ Request Denied

School Principal's Signature: _____ Date: _____

Copies: Homeroom Teacher and Parent

Original: Attendance Office