

MISSION HILLS SCHOOL

Planned Absence Request

Today's Date: _____ Student Name: _____

Teacher: _____ Grade _____ Math Teacher: _____

Dates requested to be excused: _____

Reason for Absence: (Check one box below and please explain)

Personal family matter: _____

Family vacation: _____

If a student is going away for more than two days, a parent must submit a Planned Absence Request at least 5 school days in advance, indicating the duration and reason of the absence in order for the absence to be approved. Scheduling of extended vacation time requires prior approval from the school counselor. The school counselor will review the request, and a determination will be made within 3 school days.

Planned absences may not exceed 10 school days per year. Failure to complete the form one week in advance or absences beyond the approved 2 weeks will result in an unexcused absence. The student will not be allowed to make up any of the work for the days of unexcused absences. S/he will receive zeroes for any work that s/he misses during the unexcused absence period.

Please Initial:

_____ I understand that the teacher will assign schoolwork and/or a project to be completed. My child must complete this work and turn it in upon his/her return to school for the absence to remain excused and to receive academic credit.

_____ I understand that my child may miss valuable educational activities and/or field trips during his/her absence.

Parent Name: _____

Parent Signature: _____

Parent Phone number: _____

MHMS use only	
DATE RECEIVED:	_____
APPROVED:	_____
DATE ENTERED:	_____
DATE NOTIFIED:	_____

MHMS NOTES: _____
