

Mission Hills School

Planned Absence Request Form

Today's Date: _____ Student Name: _____

Teacher: _____ Grade: _____

Dates requested to be excused: _____

Reason for Absence (Check one box below and explain)

Personal family matter: _____

Family Vacation: _____

Location of Travel: _____

Please read the form in its entirety:

If a student is going away for more than two days, a parent must submit a Planned Absence Request Form at least 10 school days in advance, indicating the duration and reason of the absence in order for the absence to be considered. **Planned absences outside of regularly scheduled school holidays are not advised, as planned absences during school days disrupt academic and social learning, and valuable instructional time is missed.** Scheduling of extended vacation time requires approval from the school counselor. The school counselor will review the request and a determination will be made within three school days.

Planned absences count as part of the 10 allowed absences per school year. Failure to complete the form at least ten school days in advance may 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 missed during the unexcused absence period.

If a student participates in a club and misses it during the planned absence, the missed club session will not be made-up and there will be no reimbursement for the sessions missed.

Please Initial:

_____ I understand that the teacher may assign schoolwork and/or a project to be completed either in paper or digital format. My elementary student 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 will miss valuable educational instruction/activities, club(s), and/or field trips during his/her absences.

_____ I understand that an excused planned absence means that the student is excused from attending school, BUT not excused from completing missed assignments.

Parent Name: _____

Parent Signature: _____

Parent Email: _____

MHMS Notes: _____

MHMS USE ONLY	
Date Received:	_____
Approved:	_____
Date Entered:	_____
Date Notified:	_____