

Riverview School District
Tolt Middle School
PLANNED ABSENCE FORM

*****Planned Absence Form Needs To Be Turned In 2 Weeks Prior To The Absence*****

This form is to be used when a parent/guardian knows in advance that their child will be absent from school **three** or more days. Please read, complete, sign, and return this form to the Attendance Office 2 weeks prior to your child's absence. **As per RSD attendance policies, a maximum of 8 (eight) days per school year may be approved for Pre-Planned purposes. For your convenience the Attendance Office will record the absence and notify teachers.**

Students will typically be allowed 1 (one) day of make up per 1 (one) day of absence to complete the missed assignments. It is the responsibility of the student to complete and turn in assignments and make-up work following the absence.

District policy (3122) states that excused absences will include: illness or other health conditions, family emergencies, school-approved activities, religious observations, and disciplinary actions. A student whose absence is not excused shall experience the natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs when class attendance is specifically related to the grade during the period of time when the student is absent without excuse.

STUDENT'S NAME: _____ GRADE: _____

Reason for absence:

DATES: FROM _____ THROUGH _____ TOTAL DAYS _____

Parent Signature _____

TO BE COMPLETED BY SCHOOL ADMINISTRATION

Administrator's Signature _____ Date _____

Comments/Concerns _____

Previous Excused Absences (up to 8) _____ Previous Unexcused Absences _____

Date Teachers' Emailed Notice and Absence Recorded _____

FINAL DETERMINATION: ____ EXCUSED ____ UNEXCUSED