

**Riverview School District
Tolt Middle School
PLANNED ABSENCE FORM**

*****Planned Absences Need 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 **three** or more days from school. Please read, complete, and return this form to the Attendance Office prior to the day your child will be absent. **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 one (1) day of make up per one (1) 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 or 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 _____

TO BE COMPLETED BY SCHOOL ADMINISTRATION

Administrator's Signature _____ Date _____

Comments/Concerns: _____

Date Teacher's Emailed Notice and Absence Recorded: _____

Comments/Concerns: _____

FINAL DETERMINATION: EXCUSED UNEXCUSED

Office Use:

Recorded in Absence Book in Attendance Office

Previous Excused Absences (up to 8) _____

Previous Unexcused Absences _____