



## MARINERS CHRISTIAN SCHOOL PLANNED ABSENCE FORM - ELEMENTARY

Student Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Requested absence dates: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please understand that a planned absence does not alleviate the responsibility of adhering to the attendance policy - particularly in regards to excessive absences. An attendance letter may be issued after a student has accrued 5 absences, regardless of the submittal of this form. The complete attendance policy can be found in the Parent Student Handbook located on the website under "Downloadable Documents."*

Regular attendance and punctuality are vitally important for a successful school experience. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips and vacation days to coincide with the days the school is closed. We strongly discourage parents from removing their children on regular school days because it is impossible to duplicate the learning experience that occurs in a classroom.

There may be rare circumstances when events take place during the school year causing a student to miss school. **On these occasions, it is the responsibility of the parent and student to complete a "Planned Absence Request" form. This must be completed as far in advance as possible but no later than 72 hours prior to the start of the absence.** Teachers will make every effort to prepare class work ahead of time in order to keep the student on track upon his/her return to school.

Deadlines for all make-up of all homework, tests, etc. need to be determined prior to the absence with the student's teacher

We have informed the following teachers of our plans to miss school and have discussed with them our responsibility for work missed. *Signatures required.*

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Read and understood:

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only Below:

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Administration signature: \_\_\_\_\_ Date: \_\_\_\_\_