Elementary School Planned Absence
(1 or more days)

MOUNTAINVIEW INTERNATIONAL CHRISTIAN SCHOOL

Parents are to notify the school at least <u>one week in advance</u> of a planned absence and submit this completed form to the office to allow teachers time to prepare missed assignments.

Dear Teacher:

_____ _____ will be absent from school
name of student (print) grade

on the following day(s) _____
date(s) of absence (dd/mm/yy)

Reason for planned absence: _____

_____

_____
Parent's Signature

_____
Principal's Authorization

Teachers:

- Write out, or attach, assignments on this form. Include dates for completion on any missed work.
- Check with support teachers regarding planned absence. Attach any information to this form.
- When completed, make a copy of this form for the student's file.
- Give the original (and all assignments) to student (or parent).

_____ Resource	_____ Computer	_____ Library
_____ ESL	_____ Music	_____ PE
_____ Art	_____ Indonesian	_____ Other: _____