

Ferndale School District

REQUEST FOR PERMISSION FOR PLANNED ABSENCE

“Absences due to illness or a health condition, school-related activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions shall be excused. In addition, the principal may, upon request by a parent, grant permission in advance for a student’s absence providing such absence does not adversely affect the student’s educational progress.” (School Board Policy #3122)

NAME OF STUDENT: _____

DATES OF ABSENCE: _____

STATE REASON FOR REQUEST: _____

As a parent, I realize that absence from school involves missing educational experiences that cannot be made up and may, therefore, cause my student to receive a lower grade. I will assume the responsibility for the absence from school and with helping my child complete missing assignments. Teachers do not have time to prepare work packets before a planned absence. You should plan to catch up upon his/her return to school.

Signature of Parent _____ Date _____

Parents: The section below is to be completed by your child’s teacher(s). This form must be turned in to the office at least 2 days prior to the absence.

Teacher Comments: _____

Teacher Recommended Approval?
____No

____Yes

Teacher's Signature _____

Principal's Signature _____

Absence Approved _____

Absence Not Approved _____