

**GIBRALTAR ELEMENTARY SCHOOL
Planned Absence Form**

Student Name: _____ **Grade:** _____ **Homeroom Teacher:** _____

Dates of Planned Absence: _____

A student may be excused by his parent/guardian for up to 10 days in the school year for reasons, including family trips/vacations, which are not necessarily approved by the Board of Education policy.

Parents who anticipate that their child(ren) will be absent from school for more than two days should:

1. Obtain a Planned Absence form from the elementary school secretary.
2. Have this form completed, signed, and shared with the student's homeroom teacher.
3. Return the form to the school office for proper recording and filing.

Planned absences should be communicated to school staff well in advance of departure date to ensure adequate teacher preparation of student assignments. A minimum of two days advanced notice is expected.

Student work assignments provided by the teacher should be completed and returned to school within two days following the student's return to school. The school principal has final approval on all anticipated absences.

Parent Signature

Date

HOMEWORK:

Teacher Signature: _____

Principal Signature: _____