

# Planned Absence

Please return this form one week prior to your leaving

The following students will be absent from school \_\_\_\_\_ to \_\_\_\_\_  
DATE DATE

Children's names and grades

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## The following is from the Allendale Christian School Handbook

- A. Family trips (We discourage family trips while school is in session because they can cause the student's work to suffer and also cause extra works for our teachers.)
- 1) Parents must request a Planned Absence from the office. The form can be given to the student to take home.
  - 2) The form must be completed by the parent and returned to school one week prior to the trip.
  - 3) For any absence, the child has the same number of days to make up the assignments and tests as he was away from school to a maximum of five days. If work is not made up on time, the student will receive a "zero" and must still do the work (for learning's sake).
  - 4) While teachers may, they are not required to prepare homework prior to the trip.
  - 5) The parents are expected to help the child make up the work missed and to do so in the required time limit. Middle school students' homework will be in the bottom of the student's locker at the end of the day. Elementary students' homework will be available from their teacher at the end of the day.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_