



Pre-Planned Absence Form

Students are required to attend school during the designated school year, and family vacations should be scheduled to coincide with those of the school year. However, the district recognizes that, at times, students need to miss school for family events, such as weddings or other family celebrations, which may require three or more days of absence from school.

If you are planning to have your son or daughter miss three or more days of school for a family-related event, please complete the form below and return it to the main office prior to the student's anticipated absence.

At CPS, we have 180 days to educate your child and support their growth as learners and thinkers. When students miss school they are also missing instruction that cannot be replicated by simply making up worksheets or reading. For example, if a child misses five days of school, they have missed five hours of instruction for each of their content classes. This is a very significant loss of instructional time. In order to do everything that we can to preserve this instructional time, we ask that your child work with their teachers to create and participate in a make-up plan. This may include weeks of x-block time and extra work to be done at home upon return. Your child should use the space on the back of this form to outline this plan. Teachers, students and parents should all sign the plan agreeing to facilitate the completion of the work that will need to be made up.

Please note that teachers will not be required to prepare work for students to accomplish during such absences and that these days of absence are considered as unexcused absences by the district.

Student Name: _____

Grade: _____

Dates of Anticipated Absence: _____

Reason for Absence:

My son/daughter will be absent from school on the dates noted above for the reason/event noted. I have reviewed the make-up plan with my child.

Signature of Parent/Guardian

Date

Please print name as signed above

For School Use Only:

____ Principal's initials

____ Copy to Team Leader

____ Copy placed in student file

Work Make-up Plan:

Student _____ date _____

Parent _____ date _____

Teachers _____
