



ASSIGNMENT REQUEST FOR PLANNED ABSENCE

Name: _____ Class: _____ Date(s) of Absence: _____

Reason for Absence: _____

Elementary Receptionist Signature: _____

- At least one week in advance, please complete the top portion of this form and turn it in for approval to the Elementary Receptionist, Mrs. Kim Baker.
- The form will then be passed to the appropriate teachers. The teacher will gather the work and give this form and the assignments that will be missed to the student.
- Ideally, the work should be completed during the absence or before. An extension may be given by the teacher.
- Double check that your student has all of the textbooks and workbooks needed to complete the work listed below.
- It is the family's responsibility to complete missed assignments outside of school time.
- If work is not completed in the allotted time, points may be deducted.

SUBJECT	ASSIGNMENT	PARENT INITIAL
MATH		
READING		
ENGLISH		
VOCABULARY		
SPELLING		
WRITING		
BIBLE		
SCIENCE		
SOCIAL STUDIES		
SPECIAL SUBJECTS		
REMINDERS		
TURN IN EARLY, BEFORE ABSENCE		