PRINCE of PEACE
CHRISTIAN SCHOOL

Planned Absence Request Form: Full Day

*Please complete this form (1 per child) and **return it to your child's homeroom teacher** if your child will be missing school for one (or more) FULL school day(s)- families will receive confirmation to determine if it has been approved or not once it is reviewed by the principal. Requests need to be made a minimum of 2 weeks in advance for consideration (with exception of unforeseen circumstances).*

Parent Handbook: Children missing school for travel, medical appointments, and justifiable personal reasons are requested to complete and turn in a Planned Absence Form a minimum of 2 weeks in advance to the principal for approval. The Planned Absence Form must be completed and approved in order for schoolwork to be made up for justifiable reasons. Homework requested in advance must be completed and turned in on the day the student returns to school.

Child's LAST Name:	***Child's FIRST Name*** *(1 form per child):*	***Grade:***
Date(s) of Leave:	*Will your family be missing an important event listed on the school calendar?* ☐ No ☐ Yes _____	
Type of Leave:		
Explanation of Absence: ☐ Medical Leave ☐ Family Milestone _____ ☐ Other _____ *Check box to **speak with the principal directly** to provide additional information for what is listed above* ➔ ☐		

*I understand that this request needs to be submitted **at least 2 weeks in advance** for approval; otherwise, I understand that unforeseen circumstances will be handled on a case-by-case basis. In the event that the request is declined, I understand that not all missed work can be completed for credit and grades will be posted accordingly.*

Parent's Signature _____ **Date:** _____

Parent's Printed Name _____ **Parent's E-mail** _____

For Office Use Only		*Is the students in good standing?*
Teacher's Signature	Date	☐ YES ☐ NO
Principal's Signature	Date	☐ YES ☐ NO
Confirmation Email sent to Parent and Teacher (Date _____) ☐ YES ☐ NO		*Recorded in Office* ☐ YES ☐ NO