

DPCA Planned Absence Notification for Elementary Students

Parents: Please fill out and sign Section One of this form to let us know your plans if you will be taking your child out of school for any pre-planned trip, activity, etc. This form helps us keep track of our students for safety and attendance purposes, and gives us a place to communicate with you regarding assignments or other things your child will miss while away from school. It will be most helpful if we can have this form in the office no later than 9:00 AM the day prior to the planned absence. Thank you!

Section One: Information from parents

We plan to have our child out of school on the following day(s) starting at:

_____ *Please provide date(s)* _____ *day(s) of the week* _____ *and time leaving. Thank you!*

Name and grade of child _____

Parent's Signature _____ Date _____

Any comments that will help us work with the student(s) before they leave or after their return?

Section Two: Schoolwork, assignments, etc. (Teachers please attach additional pages if needed)

Class/Subject 1 Teacher's Initials _____	Other
Class/Subject 2 Teacher's Initials _____	
Class/Subject 3 Teacher's Initials _____	
Class/Subject 4 Teacher's Initials _____	
Class/Subject 5 Teacher's Initials _____	
Class/Subject 6 Teacher's Initials _____	
Class/Subject 7 Teacher's Initials _____	

Routing:

Parents teachers copy back to parents or sent with student school office.