

**Riverview School District  
Cherry Valley Elementary  
PLANNED ABSENCE FORM**

**\*\*\*Planned Absence Form Must Be Turned In 2 Weeks Prior to Absence\*\*\***

This form is to be used when a parent/guardian knows in advance that their child will be absent from school three or more days. Please read, complete, sign, and return this form to the school office two weeks prior to your child's absence. **As per RSD attendance policies, a maximum of 8 (eight) days per school year may be approved for pre-planned purposes. For your convenience, the office will record the absence and notify teachers.**

Students will typically be allowed 1 (one) day of makeup per 1 (one) day of absence to complete missed assignments. It is the responsibility of the student to complete and turn in the assignments and make-up work following the absence.

District policy (3122) states that excused absences will include: illness or other health conditions, family emergencies, school-approved activities, religious observances, and disciplinary actions. A student whose absence is not excused shall experience the natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs when class attendance is specifically related to the grade during the period of time when the student is absent without excuse.

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATES: FROM \_\_\_\_\_ THROUGH \_\_\_\_\_ TOTAL DAYS: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL ADMINISTRATION**

Administrator's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_

Previous Excused Family Absences (up to 8): \_\_\_\_\_ Previous Unexcused Absences \_\_\_\_\_

Date teacher was notified of absence and absence recorded in Skyward: \_\_\_\_\_

**FINAL DETERMINATION:** \_\_\_\_ EXCUSED \_\_\_\_ UNEXCUSED

Teacher: Was Make-up work completed? \_\_\_\_ YES \_\_\_\_ NO