

Planned Absence Form

OCS Elementary

Our family will be gone the following dates: _____

List your children's names, grade, and teacher.

Child's name	Grade	Teacher

Planned absences are unique and do not include illness, family emergencies, or funerals. The full absence policy is found in the Student Handbook.

We understand that all school work gathered for this absence must be completed upon their return to school. We agree that it is important for them to not fall behind.

Parent Signature _____ Date _____

Principal Signature _____ Date _____