

CONWAY SCHOOL DISTRICT

EMPOWER - ENGAGE - EDUCATE

Conway School Planned Absence Form (missing two or more school days)

Return this completed form to the School Office – Kelli Hutchens

Child's Name: _____

Child's Teacher: _____

Dates of Absences: _____

Absences for family events (funerals, religious holidays, etc.) and Medical procedures, surgeries, hospitalizations) will be excused.

Family Vacation with proposed Educational Plan

To be excused, the plan must be made **prior to departure** for how the trip is educational or how the student will report what they learned during the trip. The plan also must include information about when and how missed class work or assignments will be completed and turned in.

I request that my child's absences be excused. An educational plan for his/her absence is on side two of this form.

Parents: Please use the form on side two to create an educational plan for the above student to request that absences from school be excused.

Parent Signature _____ Date: _____

Teacher Signature _____ Date: _____

Administrator Signature: _____ Date: _____

The absence for this trip will be: Excused Unexcused

Please complete side 2

Plan for Excused Vacation or Educational Trip

Proposed Educational Activities	Evidence of Learning
School Work/ Assignments to be Completed	How/ When it will be Completed and When it will be turned in
Math:	
Reading:	
Science:	
Social Studies:	
Other:	

We agree to this Educational Plan:

Parent Signature_____

Date:_____

Teacher Signature_____

Date:_____