



**Pre-Planned Extended Absence Form
Meadowlark Elementary
U.S.D. #385 Andover**

Please provide the following information to assist the MES Office in regard to your pre-planned extended absence.

Student's Name: _____ **Grade:** _____

Teacher's Name: _____

Reason for pre-planned absence:

I understand that I need to work with my child's teachers to obtain makeup work, and that certain activities and lessons may be impossible to make-up, such as field trips, labs, guest speakers, class discussions, etc.

I understand that I may request work ahead of the absence, but the teacher may or may not be able to provide some or all of the work in advance. I understand that Andover School District has a 10-day absence per semester policy.

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY:

of absences thus far this semester _____

Administrator's Signature:

_____ days excused _____ days unexcused