

Long Hill Township School District  
Millington School  
Planned Absence Form  
Grades 2-4

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office at least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

Assignments Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No work to be completed

**LAL Teacher (if different from HR teacher):**

\_\_\_\_\_

Assignments Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No work to be completed

**Math Teacher (if different from HR teacher):**

\_\_\_\_\_

Assignments Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No work to be completed