

**Long Hill Township Public Schools  
Millington School  
5<sup>th</sup> Grade Planned Absence Form**

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: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

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

Parent/Guardian: Please complete the top portion of this form and have your child return it to the Main Office. The Office will make copies for each of the teachers.

***Teachers: Please complete this form and return it directly to the student.***

<b>Teacher</b> <i>(Academic Classes only)</i>	<b>Period</b>	<b>Teacher's Initial</b>		
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work

C: Health Office

(Office Use Only: Date Copied and sent to teachers: \_\_\_\_\_)