

The Lane School  
K-5 Student Pre-Planned Absence

Dear Parent:

If you know in advance that your child will be absent from school for unavoidable reasons we ask that you complete the form below a week before the first day of absence.

We will try our best to help your child compensate for the instruction they have missed. However, it is difficult to replicate 5 1/2 hours of daily instruction. Homework is only one part of the teaching/learning process. Assignments will be given after the absence. Students are responsible for completing all assigned work. They will have one day for each day of absence to complete those assignments.

Sincerely,

The Lane School Staff

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Child(ren) Name \_\_\_\_\_

\_\_\_\_\_

Teacher(s) Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of school days your child will be absent \_\_\_\_\_

Reason for absence \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_