



Student: Planned Absence Notification

As outlined in the Discovery Peak Family Handbook, if your student(s) has a planned absence and will be gone from school for an extended amount of time, please complete the following form. This allows our front office and teachers to be more effective in supporting your child's education during their absence. Please submit this form no less than 10 days prior to your departure in order to ensure ample time in preparing student materials.

Student Name(s): _____

Grade Level and Teacher: _____

Dates to be Missed: _____

Reason for Absences: _____

Parent Signature: _____ Date: _____

Received by: ___ Principal ___ Admin. Secretary ___ Classroom Teacher

If your student will be missing 10 or more student contact days, please sign below again acknowledging your awareness that you will also need to submit the Excessive Absence Form to the APC for approval--per the DPC Attendance Policy.

Parent Signature: _____ Date: _____