KUNMING INTERNATIONAL ACADEMY
REQUEST FOR PLANNED ABSENCE - ELEMENTARY

Please complete and return this form to the office at least three weeks in advance of your planned absence. It is the student's responsibility to make up any work missed. This form will be returned to you after assignments have been prepared by your teachers. Please note that students will be required to complete the work upon their return if insufficient time is given to teachers for assignment preparation.

Student's Name :	Grade :
Teacher(s) :	
First Day of Absence :	Last Day of Absence :
Reason For Absence :	

I understand that I will be responsible to make sure that my child completes the assigned work by the due date. Failure to complete work by the due date will result in a zero for the late assignments. I have read and understand the school's policies pertaining to Attendance, Tardiness and Planned Absence in The Parent & Student Handbook.

Parent's Signature : Date :

For School Use Only Date Received : No. of Days Absent :

Subject	Assignments	Date Due	Teacher Comments / Signature

Principal's Signature : Date :

☐ Absence Excused ☐ Absence Excused, but not recommended ☐ Absence Unexcused – credit for missed work will NOT be granted

Form Routing: Student → Principal → Teacher (make copies, retain 1) → Principal (copy) School office (copy) → Parent (original)