



James Irwin Elementary School – Howard Campus

Character Development and Academic Excellence

Scheduled Absence Plan

A two-week notification is required. Scheduled Absence Plans are not required for absences due to illness.

Student(s)' name _____

Dates of absence _____

Number of school days absent _____

Does scheduled absence include mandatory testing dates? _____

Reason(s) for absence ___ Vacation ___ Family Emergency ___ Other (Please explain on back)

Parent/Guardian Phone Numbers _____

Name(s) of Student(s)	Grade	Teacher
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I, _____, understand that extended absences will affect my
 Parent/Guardian Name
 student's academic standing and for each unexcused absence my student will receive 0% credit for homework
 and tests will receive up to 83% (C).

 Parent/Guardian Signature Date

 Parent/Guardian Signature Date

Office Use Only

Number of Days Excused _____ Number of Days Unexcused _____

Dates Excused _____ Dates Unexcused _____

Date Teacher Copy Issued _____ Date Parent Letter Issued _____

Date Entered into IC _____ Absences SYTD _____

Tardiness SYTD _____

