



James Irwin Elementary School – Astrozon 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 and medical procedures.

Student(s)' name _____

Dates of absence _____

Number of school days absent _____

Does scheduled absence include mandatory testing dates? _____

Reason(s) for absence _____

Phone numbers parents can be reached at _____

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

I, _____ agree to assist JIES-A staff in the preparation
Parent/Guardian Name
of materials for my child(ren). This may include photocopying necessary materials. All
homework will be completed and returned by _____, as agreed upon per
To be completed by JIES-A staff
conversation with school administrators.

Parent's signature Date

Principal's signature Date

Days excused _____	Days Unexcused _____
Dates: Excused _____	Unexcused _____

Office Use Only

School Copy

Teacher Copy ☐

Parent Letter ☐

Absences SYTD _____

Entered in I.C. ☐

Tardiness SYTD _____

Given ___/___/___

02/29/2024



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www.jamesirwin.org