



SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844

Pre-Planned Absence Form

Complete top portion of this form, including parent signature, prior to date of absence.

Please return to front desk for administrative approval.

See below for individual teacher expectations.

Student Name _____ Grade _____

Parent or Guardian Name _____

Dates Requested to be Absent _____ Number of School Days to be Missed _____

Description of Absence _____

Parent Signature _____ Date _____

Principal Signature _____ Date _____

Front Desk Verification _____ Date _____

Class	Expectation
Communications	<ul style="list-style-type: none">● Check Canvas.● If there is a test, timed write or presentation see me to schedule a time to make these up.● Do not ask about absence work during class time. See me before school or during SOAR.
Literature	Check Canvas; Nearly all of the classwork is hyperlinked so that you can do class work remotely. This takes an immense amount of time on my end, therefore, upon your absence, I expect it to be used. If you have questions about what to do, you should email or see me. The expectation is also to continue reading the standard 20 minutes each day. If you are missing tests, it is appreciated if you take these prior to your departure, if this is not possible, you will take it when you return outside of class time. When you return you must touch base with me. After a few days, check Infinite Campus to ensure that all your work is credited. I teach during SOAR, so it will likely be possible that you need to see me before or after school post vacation to check in.
Math	Check Canvas. The homework board includes the lesson covered during class. Go to that lesson on Big Ideas or in your book. Read through the lesson, listen to the examples and take notes. Complete the monitoring progress and any homework posted online. Please see me with any questions. If you know a quiz or test is approaching when you will be gone, please see me before or after school to set up a time to complete the assessment.

Class	Expectation
Science	Take your workbook with you and check Canvas and/or your email for any assignments. I will also try to attach the discussion questions to the Canvas page for your reference for any notes. If a lab was conducted in your absence, you will need to check with your POD lab group to obtain the data.
Social Studies	See Mrs. Hagenow before school, at Soar, or after school for materials and information. Please do not ask for planned absence work during class time.
Spanish	See Canvas. Email me if you have questions.
Stem/Art	<p>STEM--Check Canvas and/or your email for any assignments. You will also need to check with your group to help them out in any way that you can. Group listings can always be found on Canvas under the resources tab of each assignment.</p> <p>ART--Check Canvas for your assignments/due dates. If you miss any instructions/demos, it is your responsibility to either ask another student or me for extra help. If you miss studio work time, it is your responsibility to arrange time to catch up (lunch recess, SOAR, etc...)</p>
Band/Choir/Performance	<p>Band - Student should fill out the Band Practice Form and practice for 15 minutes. If the student missed rehearsal, the student should practice for an additional 15 minutes.</p> <p>Choir - If a student misses a rehearsal, the student should make sure to ask someone in their section if there was anything new assigned the day they missed. Students should take choir binder home and practice music with practice recordings.</p> <p>Performance Playlist - The student should email me and see up an appointment before or after school prior to the absence.</p>
Gym/Other	