

**ELEMENTARY PERSONAL DAY REQUEST FORM  
TO BE SUBMITTED NO MORE THAN 1 WEEK IN ADVANCE**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Date of planned absence \_\_\_\_\_ Number of days requesting \_\_\_\_\_ (limit of 5 per year)

**EDUCATIONAL** Purpose for Absence \_\_\_\_\_

Name of adult supervising the student during the stated days: \_\_\_\_\_

MCCS allows five days per year of non-school sponsored educational tours and trips and will excuse a student for a non-school district sponsored educational tour or trip, if:

- The parents fill out the above information
- **Form must be filled out *in advance* for approval by the superintendent or a designee.**
- There is an adult who is directing and supervising the student during the tour or trip who is acceptable to both the parents or guardian and the district superintendent.

We as parents request an excused absence for our son/daughter for the day(s) listed above. We understand the student must make up all work missed during personal day(s). For every day absent, the student has that many days to make up the work. Any work not completed on time will result in the grade of zero percent.

\*\*\*Days missed that are not excused: In increasing increments of 10%, a reduction in grades will be given for all work missed for each unexcused day. (For example, 10% will be reduced for the 1<sup>st</sup> day, 20% for the 2<sup>nd</sup> day, 30% for the 3<sup>rd</sup> day, etc.).

**OFFICE USE ONLY:**

**Personal Days Available** \_\_\_\_\_

\_\_\_\_\_ Total Number of Days Approved are \_\_\_\_\_

\_\_\_\_\_ Disapproved because: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Superintendent or Designee

**ASSIGNMENTS ON THE BACK!!**

(Updated 10/2017)

The following assignments need to be completed and returned to the classroom teacher within the time frame described above.

<b>Bible</b>	
<b>Reading</b>	
<b>Writing</b>	
<b>Working with Words (phonics and spelling)</b>	
<b>Math</b>	
<b>Penmanship</b>	
<b>Science</b>	
<b>Social Studies</b>	
<b>Other</b>	

Teacher Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_