

# Alfred and Lyman Elementary Schools

RSU 57

**PREPARES RESPECTFUL, RESPONSIBLE AND CREATIVE THINKERS FOR  
SUCCESS IN THE GLOBAL COMMUNITY.**

Cindy Pellerin  
Principal

Cathy Poulin  
Assistant Principal

## ***Notification of Planned Absence***

As the parent of an Alfred or Lyman Elementary School student, I recognize that regular attendance at school is vital to my child's educational progress. A day missed directly impacts student achievement. Our classrooms are dynamic places in which activities enhance and provide support for student learning.

I understand that my child's teacher will make an effort to provide work for my student but I also understand that some work must be completed at school.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

List dates of planned absences: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Administrator Signature (*Last to approve*): \_\_\_\_\_

Date Received in Main Office: \_\_\_\_\_

**\*To give adequate time for the teacher to provide work ahead of time, please return this completed form to Lyman or Alfred Elementary at least one week prior to the absence.**