



St. Peter Catholic School

310 N. 8th Street, Upper Sandusky, OH 43351
(419) 294-1395

Planned Absence Request

This form must be filled out and returned to the office if a student requests to be excused from school at least one (1) day prior to the planned absence. The procedures below must be followed:

1. If this is a family vacation, the trip must be taken with a parent and/or another approved adult.
2. The time missed should not be more than 5 days.
3. Students are responsible for making up all missed work, which will be sent home upon returning to school.
4. Please fill out and turn into homeroom teacher.

Students Name: _____

Absent Date(s): _____

Reason for Absence: _____

Parent/ Guardian Signature: _____

Today's Date: _____

Teacher Signature: _____

Today's Date: _____

Principal Signature: _____

Today's Date: _____