



## 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. Please note that vacations will not be counted as excused. 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 the child's 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: \_\_\_\_\_