



## Request for Pre-approved Planned Absence

If it is necessary for a student to be absent from school for an extended number of days, other than for the reason of being physically or emotionally unable to attend school (i.e., a trip or special circumstances), this Request for Pre-approved Planned Absence form must be completed and submitted to the principal **prior** to the absence. Arrangements must be made with the teacher for completion of school work. The number of days excused for a Pre-approved Planned Absence may not exceed ten (10) during a school year for any individual student.

**\*Return this form to the principal at your school prior to date(s) of absence.**

**Student Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Date(s) student will be absent:** \_\_\_\_\_

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

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**Parent/Guardian Signature:** \_\_\_\_\_

TO BE COMPLETED BY SCHOOL OFFICE:

\_\_\_\_ Approved as excused absence for dates described above.

\_\_\_\_ Not approved (date(s) above will be counted as unexcused) because:

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\_\_\_\_ Other: \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

CC: Parent/Guardian    Teacher    Student File