



### 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 schoolwork. 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's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_ Absence on the dates above will be counted as unexcused because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Other reason: Specify: \_\_\_\_\_

Principals Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Parent/Guardian Teacher Student File