



# Planned Absence Request

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Dates requested to be excused: \_\_\_\_\_ to \_\_\_\_\_

Reason for Absence: (Check one box below and please explain)

Personal/Family matter: \_\_\_\_\_

Family vacation: \_\_\_\_\_

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

If a student is going away for more than two days, a parent must submit a Planned Absence Request **at least 10 school days in advance**, indicating the duration and reason of the absence in order for the absence to be approved. Scheduling of extended vacation time requires prior approval from the school administration. The school administration will review the request, and a determination will be made within 3 school days.

Planned absences may not exceed 10 school days per school year. Failure to complete the form 10 days in advance or absences beyond the approved 10 days will result in an unexcused absence. The student will not be allowed to make up any of the work for the days of unexcused absences. They will receive zeros for any work that they missed during the unexcused absence period.

If a student participates in a club and misses it during the planned absence, the missed club session will not be made-up and there will be NO reimbursement for session(s) missed.

Please Initial:

\_\_\_\_\_ I understand that the teacher will assign schoolwork and/or a project to be completed. My child must complete this work and turn it in upon his/her return to school for the absence to remain excused and to receive academic credit.

\_\_\_\_\_ I understand that my child may miss valuable educational activities, club(s) and/or field trips during their absence.

Guardian's Name: \_\_\_\_\_

Guardian's signature: \_\_\_\_\_

## SCHOOL USE ONLY

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Select:      Approved                  Denied