

Request for Pre-approval of a Planned Absence

Student's Name: _____ Grade: _____

Date Submitted: _____ Absence Dates: _____ Absence Recorded in IC: _____

Reason for Absence: _____ Destination: _____

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 ie., a trip or special circumstances), this Request for Preapproved 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 of planned absence may not exceed ten during a school year for any individual student.

Parents: Some work cannot be made up easily, such as laboratory experiments, films, field trips, etc. In these cases the student and parent must realize missing this work or failure to make other suitable arrangements to obtain notes, books, or other materials to cover missing work may result in the student's attaining a lower grade.

I have read the teacher comments and understand the possible consequence of the absence.

Parent/Guardian Signature: _____ Date _____

Period-Subject	Teacher Signature	Teacher Comments/Assignments
1		
2		
3		
4		
5		
6		
7		
8		

.....Office Only.....

Approved as excused absence for dates described above.

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

Other reason: Specify _____

Principal's Signature: _____ Date: _____