

## Pre-Planned Student Absence Request

**PLEASE COMPLETE AND RETURN TO THE OFFICE (2) WEEKS PRIOR TO THE  
PLANNED SCHOOL ABSENCE**

It is important that parents be aware that absences can be detrimental to student achievement, even when make-up work is completed.

**\*\*\*\*\*PLEASE NOTE THAT ANY DAYS MISSED WILL COUNT TOWARD YOUR STUDENT'S ATTENDANCE.**

Make-up work is to be collected before the student leaves for the planned absence, unless prior arrangements are made with the individual teachers. It is your responsibility to notify the bus driver if needed, and to contact the classroom teacher(s) for any necessary assignments. Assignments should be completed upon the student's return to school.

### **Parent Request**

I have read and understand the above, and would like to request that my student(s) be excused from school.

**Student(s) Name:** \_\_\_\_\_

**Absence Date(s):** \_\_\_\_\_

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

**Teacher Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**