



Pre-Planned Absence Form

Note: This form must be submitted to the Attendance Specialist at least three (3) school days before the start of a planned absence of more than two days.

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Dates of absences: _____

Reason for Absence: (Please check one):

_____ Medical:	Student has a medical/dental appointment or other pre-planned medical situation.
_____ Family Event:	Funerals or religious holidays. Up to 5 days excused if the event is out of state.
_____ Family Vacation:	Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation. I understand that this is an unexcused absence. _____ (parent/guardian initial)
_____ Educational Trip:	To be excused, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. Please attach the plan to this form.

I request that my child's educational trip be excused. An Educational Plan for his/her absence is attached.

Parent/Guardian Signature: _____

Date: _____

The absences for this trip will be Excused Unexcused

Administrator Signature: _____

Date: _____