

Concord Elementary School

5900 Concord Ave So, Edina MN 55424

Phone : 952-848-4300 / Fax: 952-848-4301

Planned Absence Form

Date Received:

Student Name: _____

Teacher: _____

Parent Name: _____

Parent Phone Number: _____

Dates of Absence(s): _____

Please check one box below:

- Absence is related to a Personal Family Matter
- Absence is related to a Family Vacation
- Absence is related to a Significant Educational Opportunity (please include a short explanation of the opportunity)
- Absence is related to Religious or Cultural Observances

Under no circumstances will students be excused for vacations occurring on State mandated testing dates. Vacation or family related absences on those dates will be marked as unexcused. Parents/Students are responsible for contacting the teacher and making arrangements for makeup work before turning this form into the office.

Please complete and turn this form in at least five school days prior to departure. Forms not turned in 5 school days prior to being gone will result in the absence being marked as unexcused.

I have read and understand the conditions listed below:

Parent Signature: _____ Date: _____

The Student listed above has made prior arrangements with me regarding his/her upcoming absence(s).

Teacher Signature: _____ Date: _____

Please return this completed form to the Concord Elementary school office.