



Planned Absence Form

Student Name: _____

Total Days: _____ Date(s) From: _____ Date(s) To: _____

Reason: _____

TEACHERS: This student's parent/guardian has requested that he/she be absent from school for the date(s) listed above. He/she should get all of the assignments to be completed during his/her absence and must also make arrangements for making up tests, etc. as soon as he/she returns. For middle school and high school students, each teacher should complete and sign the chart located on the back of this page to indicate that the assignments are being arranged.

STUDENTS & FAMILIES: This form must be returned to the Attendance Office BEFORE the student's first day of the planned absence.

PLEASE NOTE: The law regarding attendance has changed. Students who are absent 38 hours (approximately six and a half days) in a month or 65 hours in a school year (approximately eleven days) with or without legitimate excuse are now considered Excessively Absent. These students will receive a letter from the District and will need to follow the District Truancy Plan. These hours include approved planned absences. **Planned absences will not be approved if your child has already met or will meet (based on this request) the absence threshold for Excessive Absence and/or Habitual Truancy.**

College visits: Juniors and Seniors may go to a college visit for up to three days each year. These days will not count towards an Excessive Absence or Habitual Truancy if the student brings a signed and/or dated document from the college; general brochures will not be accepted.

Administrator Signature: _____

Parent/Guardian Signature: _____

PERIOD	COURSE	Teacher Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		