



Planned Absence Request

Student Name: _____ Grade: _____

It is important for students to be in school every day. Regular attendance is closely linked to academic success and required by law.

This form must be submitted prior to a planned absence in order for the absence to be considered for approval. Recognizing the importance of school attendance on learning, students will not be allowed more than five excused planned absence days in a school year. If a student has exceeded this number of planned absences or has missed 10% or more of the school year, planned absences will be marked as unexcused and may lead to truancy.

Although teachers in some grades may be able to provide some make-up assignments, it is very hard to replicate the quality of assignments and instruction that result from daily classroom interactions. Teachers are not expected to provide materials before an absence.

Date(s) of planned absence requested: _____

Reason for absence:

Parent/Guardian Signature: _____ Date: _____

This portion is to be completed by the principal. Once complete, a copy of this form will be returned to the parent/guardian(s).

The criteria we use to determine if an absence is excused or unexcused is if a student has taken five planned absence days and/or missed 10% or more of the school days prior to the request.

This child has taken _____ planned absence days this year and missed _____ % of the school year. As a result, the absence is

Excused

Unexcused

Administrator Signature: _____ Date: _____