Normandale Elementary School
5701 Normandale Road | Edina MN 55424
Phone: 952-848-4100 | Fax: 952-848-4101

Planned Absence Form

Date received in office:

Student Name: _____

Teacher: _____

Parent Name: _____

Parent Phone Number: _____

Dates of Absence(s): _____

Please check one box below and provide a short explanation:

☐ Personal Family Matter: _____

☐ Family Vacation: _____

☐ Significant Educational Opportunity: _____

☐ Athletic Event: _____

Please complete this form and turn it into the Normandale school office or enter the absence online in Infinite Campus at least five school days prior to the absence. **Per School Board Policy 503, forms not turned in 5 school days prior to being absent will result in the absence being marked as unexcused.** For more information on absences, please visit the Attendance page on our website. (normandale.edinaschools.org/our-school/attendance)

I have read and understand the conditions listed above:

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Updated 9/24/2024