

Central Vermont Supervisory Union

Student Planned Absence Form

Form must be completed and submitted at least five (5) days prior to the absence.

"The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or for absence from town.

Vermont Statute." T.16 § 1123

PLEASE PRINT CLEARLY

Student's First and Last Name: _____ Grade: _____

Teacher's Name: _____

School: Northfield Elementary School Northfield Middle High School Orange Center School

Washington Village School Williamstown Elementary School Williamstown Middle High School

Date(s) of Absence: _____ Total Number of Days: _____

Reason for Absence: _____

Signing this form indicates that you have discussed the absence with your child's teacher and the building principal, and that they agree that this request will not seriously jeopardize your child's overall academic performance.

Parent/Guardian Printed Name: _____

Parent/Gaurdian Signature: _____ Date: _____

Office Use Only Below

Teacher/TA Printed Name: _____ Request Approved: YES NO

Teacher/TA Signature: _____ Date: _____

Principal Printed Name: _____ Request Approved: YES NO

Principal Signature: _____ Date: _____

Request Approved: YES NO

If No, Reason: _____

Superintendent's Printed Name: _____

Superintendent's Signature: _____ Date: _____

(Superintendent's approval required for 5 or more consecutive days of absence.)