

Planned Student Absence Request Form
Bloomsburg Area School District



Please note it is the recommendation of the Bloomsburg Area School District that students not take vacations during the school year. In requesting a vacation absence, the student/family should acknowledge this increases the likeliness of the student suffering academically.

This form must be submitted to the school principal at least three (3) school days prior to the requested absence. No vacation requests will be approved during final examinations. Vacation absences will only be approved after consideration of the following factors:

- Teacher signatures, which serve as verification the student has communicated about their upcoming school absences, have been obtained.
- The student will not exceed 10 planned absence days in a school year.
- Student's attendance status:
 - If the student's absence totals (without an official excuse) reach or exceed 10 days with the planned absence, the student will be required to furnish an official excuse (doctor's note) for each additional absence for the remainder of the year.
- Completed forms must be turned into the school office at least three (3) school days prior to request.

Faculty signatures verify the student has communicated with them about their absence.

Class/Subject	Teacher Signature	Date

Student Name (Print): _____ Grade: _____ Date: _____

Location of Trip: _____

Reason for Trip: _____

Requested Absence Date(s): _____ Number of School Days to be Missed: _____

Parent/Guardian Signature: _____ Date: _____

School Principal Signature (if approved): _____ Date: _____