



Elementary Pre-Planned Absence Request Form

Students must return this form to the Building Secretary at least one week prior to the absence.

Student's Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

State law places the responsibility for school attendance on the parent or guardian. Absences are permitted only in accordance with approved absences as outlined in the District’s Administrative Guidelines.

- I understand that these dates are counted as absences and that my child is responsible for all assignments missed during the absence.
- The student is required to notify all teachers of the pending absence and request assignments in advance, understanding that not all assignments (including test, quizzes, and classroom instructions) can be provided in advance.
- A signature is required from each teacher the student has during the school day (excluding lunch). Some students may have one teacher, while others may have multiple teachers. Teachers will set expectations and timelines for missed work and may require some assignments to be completed before the absence or on the student’s first day back. Please notify the school office at least one week in advance when possible.
- Teachers should sign this form for their respective class periods and may include comments if desired.

Teacher	Subject	Comment	Teacher Initials
1			
2			
3			

Failure to complete and return this form prior to the absence will result in the student's absences being documented as unexcused.

Parent/Guardian Signature & Date

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Approved ☐ Not Approved ☐

Conditional ☐ Notes

Principal Signature & Date