



Request for Pre-Planned Absence

Prior to your child/ren's absence this signed form should be completed for *each* child and handed in to the school office at least one week prior to the planned date of absence. The principal will then confirm the approved absences based on each child's attendance history. As a reminder, each student may have up to 10 parent excused absences in one academic school year.

Student's Name: _____ School Building: _____ Grade: _____

Date of Absence(s) _____ to _____ Total Days Absent: _____

Reason for Absence:

Other family members who attend HSD: Name(s) and School(s)

Please complete a form for each student and submit it to each school office.

It is understood that the student is responsible for the work (including quizzes, tests, projects) given during the absence and must return all after their return. Student grades and attendance record will be considered when approving the request. Any days that are not excused will be considered unlawful in accordance with state law. I/We have read the above conditions and agree to the terms stated above and will inform the school promptly, should our plans change.

Student signature: (Secondary Students Only) _____

Parent/Guardian Signature: _____

For School Attendance Office Only

Received on: _____ # of Excused Absences _____ # of Unlawful Absences _____

Approved or Denied

Total Absences with Approved Trip: Excused _____ Unlawful _____



School Official Signature: _____

Secondary Students (Middle & High School)

Teacher Name	Teacher's Signature	Period	Course
		1	
		2	
		3	
		4	
		5	
		6	
		7	

Instructions for Completing Form:

1. Parent/guardian and student should complete form on reverse side.
2. Secondary Students should complete the above table. Remember to have all your teachers sign in appropriate space.
3. Return form to Attendance Office prior to travel date(s).
4. Student will be notified of administrator's decision as to whether the absence is excused or unlawful.