Request for a Student Planned Absence

NOTE: ONE PLANNED ABSENCE WILL BE EXCUSED PER SCHOOL YEAR.

STUDENTS MUST BE IN GOOD STANDING TO BE APPROVED.

- Absences that a family schedules ahead of time may be designated as "excused" if this request form is completed at least 10 days before planned leave and the school leader designates the absence as excused. *Please note that requests for the first week of school, final examinations week, or State Testing week(s) will not be excused and are strongly discouraged.*
- The maximum allowed number of planned absence days is **5 days per school year.**
- Students may jeopardize grades, attendance records and acceptance to classes and programs by their excessive absences, even if the absence is excused.
- Students are responsible for obtaining their schoolwork and submitting it on time.

Student Name: _____ **Grade:**_____

Parent requesting the absence: _____

Purpose of Absence (Please explain why you believe this experience will be a reasonable alternative to your student's schoolwork and attendance)

Dates your student will be out of school: _____ **to** _____

Your students return to school date:_____

Total number of days to be missed: _____

Sign if you have read and understand the bullet points and what you stated is true.

Parent Signature:_____

Phone:_____ **Email:**_____

----------For Office Use Below this line

Mark this absence as **O** Absence approved to be **Excused** **O** Absence approved to be **Unexcused**

Date Received_____ Signature:_____

COMMENTS: