

Request for Planned Absence

Student may jeopardize grade and attendance records by absence from school even if absence is excused or exempt.

- Absences which a family schedules ahead of time may be designated as “excused” only if this request form is completed and the school leader designates the absence as excused.
- Excused absences **DO** count towards the allowable limit of eleven absences per school year. However, unlike unexcused absences students may make up missed work with no penalty.
- Regardless of whether the absences are excused or not, any student who exceeds eleven absences during school year will receive an “NC” (No Credit) in each class that is affected by the excessive absences.

Student Name:_____ Grade:_____

Purpose of Absence:_____

Number of days previously missed this school year:_____

Total number of days to be missed:_____

This planned absence will be from _____ to _____

Please explain why you believe this experience will be a reasonable alternative to your student’s regular school work and attendance. _____

Parent Signature:_____

Phone:_____

Email:_____

For Office Use Only

Date Received_____

Mark this absence as: ☐ Absence approved to be **Excused** ☐ Absence approved to be **Unexcused**