

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 7 days before planned leave and the Superintendent 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 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 student will 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: _____

Parent Phone: _____

Parent Email: _____

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

☐ Absence approved - **Excused**

☐ Absence not approved - **Unexcused**

Date Received _____

Signature: _____

Superintendent Comments: