

PLANNED ABSENCE REQUEST

Absences that are to be educational require prior school notification in writing, so that school work can be arranged before the student is absent. The Planned Absence Request should be returned to the office as many days in advance as the length of the absence (e.g. 3 day absence - notification 3 school days prior to going; one week absence - one week prior to going; etc.)

No planned absences should be requested during the week of achievement tests.

Non-notification to the school will be considered illegal. Questionable absences should be reviewed by the administration to determine legality of the absence.

Student(s) requesting planned absence

Grade(s)

Last date before absence

Date of return to school.....

Reason for absence

Why this should be considered educational and legal

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Parent signature.....Date

<p>(for office use)</p> <p>Approved:</p> <p>Home Room Teacher:</p>
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