

PLANNED ABSENCE FORM

If you plan to have your child/children out of school for an extended length of time the teachers, office and Administrator/Principal would like to know in advance so we can plan accordingly.

Grade(s): _____

Name of Student(s): _____

Dates of Planned Absence: _____

Reason for Absence: _____

Parent's signature: _____

Administrator/Principal's signature: _____

Administrator/Principal's notes: _____

Thank you for your cooperation.