

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 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's signature: _____

Thank you for your cooperation.

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