

**Planned Absence Request**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Current Date: \_\_\_\_\_

*Please note this form must be submitted to the school prior to the planned absence to be considered for the absences to be excused.*

Date(s) of Requested Excused Absence:  
\_\_\_\_\_

I request that my child be excused from school on the dates specified above for the following reasons(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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This portion is to be completed by the teacher and principal. Once complete a copy of this form will be returned to the parent(s).

Is it likely that this student's absence as requested will have an adverse effect on the student's progress and achievement? Yes  No

Teacher Signature: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

Absences does  Absence does not  meet criteria for excused absence  
(Excused) (Unexcused)