



PRE-PLANNED ABSENCE REQUEST

Date Submitted: _____

Grade: _____

Student: _____

Teacher: _____

Dates Requested: _____

of School Days Requested: _____

of Prior Absences: _____ (if known)

Reason for Request: _____

Parent/Guardian's Signature: _____

(For School Use)

Excused or Unexcused (circle)

Comments: _____

Principal's Signature: _____
