

Pardeeville Senior High School
Pre-planned Absence Form (Revised 5/2017)

A Pre-Planned Absence is defined as a previously arranged and approved absence from school for a specific purpose during a specific time period. When approved, a Pre-Planned Absence is considered an excused absence.

Eligibility is determined by attendance record and course program. Parental/guardian signature serves to indicate approval and school release of all student welfare liability.

It is the student's responsibility to obtain all assignments in advance of the absence. Assigned work is to be completed and submitted in advance of the absence.

All course instructors initial this form and supply current approximate grade average.

The completed form must be returned to the school office a minimum of **three (3) days prior** to the pre-plan absence; failure to do so will most likely result in an unapproved pre-plan absence.

Physical Education make-up form can be picked up in the office or from your Physical Education Teacher.

It is the student's responsibility to follow the above procedures and to learn the outcome of the request prior to the absence.

Student Name	Dates of Absence
Reason for Absence	Destination

Teacher Initials	Pass/Fail	Comments/Homework	Teacher Initials	Pass/Fail	Comments/Homework
1 st _____	_____	_____	5 th _____	_____	_____
2 nd _____	_____	_____	6 th _____	_____	_____
3 rd _____	_____	_____	7 th _____	_____	_____
4 th _____	_____	_____	8 th _____	_____	_____

Parents, please review your son/daughters grades and teacher's comments before approving this absence.

Parent/Guardian Signature	Date
---------------------------	------

To be completed by the office

Issued to student: _____ Date received in office: _____

Below; number of days' student has been absent this year (partial and/or full days) combined:

Days missed so far _____ Day missed after absence _____

Principal's Signature	Approved	Disapproved
-----------------------	----------	-------------