

Pardeeville Elementary School

PRE-PLANNED ABSENCE

- A Pre-Planned Absence is defined as a previously arranged and approved absence from school for a specific purpose during a specific time period. A Pre-Plan is needed when a student will be absent for **three (3)** or more days. When approved, a Pre-Planned Absence is considered an excused absence.
- Eligibility is determined by attendance record.
- 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; whenever possible, assigned work is to be completed and submitted in advance of the absence.
- Homeroom teachers initial this form.
- The completed form must be returned to the proper school office a minimum of three (3) days prior to the Pre-Planned Absence; failure to do so will most likely result in an unapproved Pre-Planned Absence.
- It is the student and parent's responsibility to follow the above procedures and to learn the outcome of the request prior to the absence.

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Student Name: _____ Specific Dates of Absence: _____

Teacher: _____

Purpose of Absence: _____ Destination: _____

Accompanying Person: _____

Parent/Guardian Signature _____

Teacher Name _____

Teacher Initials _____

To be completed by Office:

Days Absent
(For this Pre-Plan)

Leave Date

Return Date

Unexcused

Principal Signature

Approved

Disapproved