

**Pardeeville Senior High School
Pre-Planned Absence Form**

A Pre-Planned Absence is defined as a previously arranged and approved absence from school for a specific purpose during a specific time period. The following absences will **NOT** be approved as an excused absence and will count against the students allotted days: Errands, Hunting, Shopping, Running Late, Senior Pictures or any other absence determined ineligible by administration.

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. Assigned work is to be completed and submitted in advance of the absence.

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 result in an unapproved pre-plan absence.

It is the student's responsibility to follow the above procedures.

_____ **Student Name** _____ **Dates of Absence** _____

_____ **Reason for Absence** _____ **Destination** _____

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

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

_____ **Parent/Guardian Signature** _____ **Date** _____

To be completed by *Pardeeville High School* office

Date received in office: _____

Days missed prior _____

_____ **Principal's Signature** _____ **Date** _____