Pardeeville Senior High School
Pre-planned Absence Form (Revised 10/26/17)

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
1st	_____	_____	_____	5th	_____	_____	_____
2nd	_____	_____	_____	6th	_____	_____	_____
3rd	_____	_____	_____	7th	_____	_____	_____
4th	_____	_____	_____	8th	_____	_____	_____

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

_____
Parent/Guardian Signature **Date**

⇨ To be completed by *Pardeeville* office

Date received in office: _____ Number of days' student has been absent this year for ILL, PER, APP, VAC, HUN, COL, WTH, UNX reasons combined:

Days missed prior_____ after this absence _____

_____ _____ _____
Principal's Signature Approved Disapproved