

STUDENT REQUEST FOR PLANNED ABSENCE

Pre-planned absences must be approved by the school to be considered an excused absence; however, **per Wisconsin Statue, students are not allowed to be excused beyond 10 days in a school year (this includes pre planned or excused absences)**. Whenever possible try to plan these events outside of school to avoid any unnecessary absences. This form must be **submitted five days** prior to the start of the absence. Understand days after the allowed 10 days are considered "unexcused" absences.

Student Name _____

Grade _____

Parent Name _____

Address _____

Phone _____

Date of planned absence _____

Total School Days that will be Missed _____

Reason: _____

Hour	Class	Current Grade	Comments	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				

Parent Signature _____ Date _____

Principal Signature _____ Date _____

Date Handed In _____

Office Initials Entering _____