

**PRE-PLANNED ABSENCE REQUEST**



Student \_\_\_\_\_ Dates to be absent: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Circle One

- School Related (Fine Arts/Sports/School Group etc.)
- Personal
- Other: \_\_\_\_\_

|    | Subject | Teacher Initials | Notes |
|----|---------|------------------|-------|
| 1. |         |                  |       |
| 2. |         |                  |       |
| 3. |         |                  |       |
| 4. |         |                  |       |

|    | Subject | Teacher Initials | Notes |
|----|---------|------------------|-------|
| 5. |         |                  |       |
| 6. |         |                  |       |
| 7. |         |                  |       |
| 8. |         |                  |       |

Parent/Guardian \_\_\_\_\_

**PRE-PLANNED ABSENCE REQUEST**



Student \_\_\_\_\_ Dates to be absent: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

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- School Related (Fine Arts/Sports/School Group etc.)
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|----|---------|------------------|-------|
| 5. |         |                  |       |
| 6. |         |                  |       |
| 7. |         |                  |       |
| 8. |         |                  |       |

Parent/Guardian \_\_\_\_\_