

Pardeeville Middle 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. A Pre-Planned Form 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. 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 middle school office a **minimum of three (3) days prior** to the preplan absence; failure to do so will most likely result in an unapproved pre-plan absence.

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				4th			
2nd				5th			
3rd				6th			

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

Parent/Guardian Signature _____ Date _____

To be completed by Pardeeville Middle School Office

Date received in office: _____

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

Office Initials: Approved _____ Disapproved _____