



# PLANNED ABSENCE EXCUSE FORM

## Directions

The parent/guardian is to complete Section I and return this form to the Principal/designee before leaving for the planned absence. School personnel will complete Sections II and III.

### SECTION I

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of teacher (K-5) or counselor (6-12) \_\_\_\_\_

Dates \_\_\_\_\_  
First Absence \_\_\_\_\_ Last Absence \_\_\_\_\_ Return to School \_\_\_\_\_

Reason for absence \_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge the information above is correct. As the parent/custodian I assume full responsibility for this absence of the student name above. I have read the attached Board of Education Administrative Guideline 5200, PLANNED ABSENCE, and agree to comply with it.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

### SECTION II

The Principal/designee was contacted by the Parent/Guardian on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date).

Signature of Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_

### SECTION III

This form was returned prior to the planned absence and the appropriate counselor (Grades 6-12) or classroom teacher (Grades K-5) was notified.

Signature of Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_