



Student Planned Absence Form

To be used when the expected absence is 1 or 2 consecutive days

A student may be excused from school with prior approval from administration. These days will count toward the 12 excused absences allotted per school year. Be sure to read and understand the Attendance Policy in the PCS Parent/Student Handbook. Please complete and return this form to the administrative office at least one week (preferably **two weeks**) in advance of your planned absence. The student is required to make up assignments as directed by his/her teacher(s). The parent/guardian will ensure that it is done. If work is requested or given in advance, the student's work is to be completed and turned in **either before the absence or on the day of return as directed by the teacher**. If advanced work is not returned on the day the student returns, the student will be given a **zero**. If work is not given in advance, the student will have the same amount of days plus one to complete the work after s/he returns. (2 days absent=3 days to complete make-up work). The late work policy will be in effect for any work submitted late.

Family _____

Date: _____

Student's Name(s): _____

Grade: _____

Grade: _____

College Visit

College: _____ Date(s) of visit: _____

*Must have college-issued excuse upon return to be considered excused.

Church-related or religious absence

Description: _____

Family Event

Description: _____

*If more than two consecutive days, use the Student Vacation Request Form

Other

Description: _____

Number of Days Requested: _____

Dates: _____

First day away from school: _____

Return to school: _____

Parent/Guardian Signature: _____ Date _____

If permission is not granted, we will be in contact with you.



For School use

Administrator Signature: _____ Date: _____

Approved: Yes: _____ No: _____

Teachers to Notify: _____

Date Completed: _____ Initials: _____