



Student Planned Absence Form

A student may be excused from school with prior approval from administration. These days will count toward the 18 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 minimum one week 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.

Student's Name(s): _____ Grade: _____
_____ Grade: _____

- ☐ College Visit (obtain school visitation confirmation as an excuse)
- ☐ Mission Trip, Church activity or other religious absence
- ☐ Family Event (one or two days)
- ☐ Vacation (three days or more)
- ☐ Other

If your student will miss more than two days of school, please include destination, places of interest and educational objective:

Number of School Days Requested: _____

First day away from school: _____

Date Returning to school: _____

Parent/Guardian Signature: _____ Date _____

If more information is needed or 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: _____