



Planned Absence Form 2023-2024

(See handbook for guidelines)

Name(s) _____ Grade(s) _____

Dates of Absence _____ Number of days to be missed _____

Reason for Absence _____

Parent/Guardian Signature _____ Date Submitted _____

Directions

1. A parent/guardian **MUST** sign this form.
2. This form **MUST** be returned to the school office at **least 5 days** prior to the absence for administrative approval.
3. Form will be sent (by the office) to all teachers for approval.
4. The school office will notify the student once it has been approved.

Conditions of Eligibility

- Planned absences will be included in the total allowable absences for the school year.
- A student has a cumulative total of **7 days** per school year for planned absences.
- Trips that exceed the 7 day cumulative total require exceptional administrative approval.
- The students in 7th-12th grade are **REQUIRED** to follow-up with individual teachers for work.

NO excused absences will be granted for:

- The first week of school (**August 23-25, 2023**)
- The week before or during semester exams (**December 11-20/May 2-13(Seniors)/May 13-22 (7th-11th)**)
- The week of IOWA achievement testing (**April 2-5**)
- During the **MACS Competition** (**Secondary-6th-12th – March 15/Elementary 3rd -6th - April 19**)

Administration Approval

Name(s) _____ Grade(s) _____

Current absent day total _____ Current planned absences including this form _____

Number of days approved _____ Number of days not approved _____

Administration signature _____ Date _____