GREENWOOD ELEMENTARY School

Pre-Planned Absence Form

Note: This form must be submitted to the Attendance Specialist at least three (3) school days before the start of the planned absence. If the reason for absence is different for multiple siblings, please complete a separate form for each student.

Student Name: Grade:	
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Student Name: Grade:	
Dates of absences:	
Reason for Absence: (Please	check one)
Funerals or religio	us holidays: Up to 5 days excused if the event is out of state.
Family Vacation:	Family vacations are not excused. Students will be marked <u>unexcused</u> <u>absent</u> for the duration of the vacation, but is expected to complete homework as assigned by the teacher.
	I understand that this is an unexcused absence(parent initial)
Parent Signature	Date
Teacher Signature	Date
Administrator Signature	Date