

Planned and Extended Absence Request (Secondary)

(Must be completed prior to absence)

Student (1) Name: _____ School: _____

Student (2) Name: _____ School: _____

Dates of extended absence: _____

**In cases of multiple planned absences, complete this form at the beginning of the school year by filling in table(s) on page 2.*

Reason for extended absence: _____

School expectations for extended absences:

Family trips that create extended absences are discouraged and absences for vacations will not be excused. Planned and extended absences of four (consecutive) or more days shall be documented in advance using the Extended Absence Form, including multiple absences for extra-curriculars such as non-school related sporting/club/music/dance events. The offering of virtual courses is encouraged before the reduction of a student's schedule

Note: Parents/Guardians are encouraged to have the student read on a regular basis.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone #: _____ Parent/Guardian Email: _____

Students in middle and high school:

Hour	Subject	Teacher Comments/Concerns
1		
2		
3		
4		
5		
6		
7 (Lab)		

FOR OFFICE USE ONLY

Staff Member: The parent/guardian of this student, in compliance with the Board of Education Policy, requests permission for this student to be absent from classes. This form must be signed below by the child's teacher(s) and returned to the School Office for Principal signature and final approval before departure.

Assigned Attendance Code: ☐ EN ☐ EE

Principal Signature: _____ Date: _____

Notes: _____

A copy of this form shall remain in each student's CA-60 for the current school year

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Log multiple extra-curricular (sports/music/club/etc.) absences below

Student (1) Name: _____

Day	Date	Reason
Wednesday	1/1/2099	EXAMPLE: Dance Recital

Notes: _____

Student (2) Name: _____

Day	Date	Reason

Notes: _____

Student (3) Name: _____

Day	Date	Reason

Notes: _____

Student (4) Name: _____

Day	Date	Reason

Notes: _____

Extra-Curricular Activity Contact:

Title: _____

Phone: _____

Name: _____

Email: _____

*Attach additional lines and/or pages if needed.