

Pre-Planned Student Absence Form



School Name: _____

Date: _____

Pre-Planned Absences Request Form

- The Pennsylvania Conference Schools allow a maximum of 5 school days per school year for pre-planned absences. Additional days over the 5 maximum will be recorded as unexcused days.
- The required form must be completed a minimum of 5 school days in advance and requires Principal pre-approval. Absences taken without the required notice will be recorded as unexcused days.
- Pre-planned absences can include vacations, traveling, etc.
- Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

STUDENT NAME: _____ GRADE: _____

STUDENT NAME: _____ GRADE: _____

STUDENT NAME: _____ GRADE: _____

STUDENT NAME: _____ GRADE: _____

Dates requested: _____

Prior number of excused days for educational trips during the current school year*: _____

**Policy: A maximum of five (5) days per school year will be approved for pre-planned absences. Any days requested beyond the five (5) approved cumulative days will be coded as unexcused/unlawful. Three (3) or more unlawful absences during the school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education.*

Name of adult accompanying student: _____

Relationship of adult accompanying student: _____

PARENT NAME PRINTED

SIGNATURE OF PARENT

DATE

THIS SECTION FOR SCHOOL USE ONLY:

Date Completed Form Received: _____

Approved Denied Principal's Signature: _____

Parents/Guardians Notified Teachers Notified Recorded in Attendance

Office Notes: