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# Gatewood Elementary

## Planned Absence Form

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*Note: This form must be submitted to the Principal at least 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: \_\_\_\_\_ Teacher/Room #: \_\_\_\_\_

Student Name: \_\_\_\_\_ Teacher/Room #: \_\_\_\_\_

My child(ren) will be absent from school from \_\_\_\_\_ through \_\_\_\_\_

Reason for Absence: (Please check one)

- Medical      Student has a medical appointment or other pre-planned medical situation.
- Family Event      Funeral or Religious Holiday. Up to 5 days excused if the event is out of state.
- Family Vacation      Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

The absences for this trip will be       excused       not excused

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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- Educational Trip      To be excused, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan also must include information about when and how missed class work or assignments will be completed and turned in. (Please submit plan with this form)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

- Plan is Approved & Trip is Excused       Plan is Not Approved and Trip is Not Excused

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_