

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: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Dates of absences: _____

Reason for Absence: (Please check one)

_____ **Funerals or religious holidays:** 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, 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 _____