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__________