Planned Absence Form

Student Name: ____________________________________________________________
Teacher:  _________________________________________________________________
Parent Name:  _____________________________________________________________
Parent Phone Number:  ______________________________________________________
Dates of Absence(s):  ______________________________________________________

Please check one box below and provide a short explanation:

☐ Personal Family Matter: ___________________________________________
☐ Family Vacation: _________________________________________________
☐ Significant Educational Opportunity: _________________________________
☐ Athletic Event: __________________________________________________

Under no circumstances will students be excused for vacations occurring on State mandated testing dates. Vacation or family related absences on those dates will be marked as unexcused.

Please complete and turn this form into the Normandale school office at least five school days prior to departure. Per School Board Policy 503, forms not turned in 5 school days prior to being absent will result in the absence being marked as unexcused. For more information on absences, please visit the Attendance page on our website (under About Normandale.)

I have read and understand the conditions listed above:

Parent Signature: ________________________________  Date: ______________________

Teacher Signature: ________________________________  Date: ______________________

Updated 11/6/19