



## Planned Absence Form

Date received in office:

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Dates of Absence(s): \_\_\_\_\_

Please check one box below:

- Absence is related to a Personal Family Matter
- Absence is related to a Family Vacation
- Absence is related to a Significant Educational Opportunity  
*(please include a short explanation of the opportunity)*

*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.

Parents/Students are responsible for contacting the teacher and making arrangements for makeup work before turning this form into the office.

Please complete and turn this form in at least five school days prior to departure. **Forms not turned in 5 school days prior to being gone will result in the absence being marked as unexcused.**

I have read and understand the conditions listed above:

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

The student listed above has made prior arrangements with me regarding his/her upcoming absence(s).

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to the Normandale school office.