



Planned Absence Form

Date received in office:

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.

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 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: _____