

## Notice of Pre-planned Absence from School

Student's full name \_\_\_\_\_ Grade \_\_\_\_\_

Will be absent from school beginning \_\_\_\_\_ Return date \_\_\_\_\_

Person(s) directing and/or supervising student during above absence:

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

Address: \_\_\_\_\_

Itinerary of trip:

\_\_\_\_\_  
\_\_\_\_\_

*Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom. (Use additional pages if needed.)*

*I certify all the above information to be true.*

\_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent and/or Guardian

### FOR SCHOOL USE ONLY

Prior Preplanned

Absences \_\_\_\_\_ Date \_\_\_\_\_

TEACHER/STAFF NOTIFICATION: Teacher \_\_\_\_\_

Other \_\_\_\_\_