

Gardner Planned Absence

Student: _____

Grade: _____

Teacher: _____

While committing to working with the school to ensure that all missed work is completed, I am requesting that the above named student be granted an Excused Planned Absence for the following dates:

Reason for Absence: _____

Parent's Signature: _____ Date: _____

Parent's Email (for excused/unexcused notification): _____

After the approval process, a copy of this form will be emailed to the classroom teacher and to the parent.

*****It is suggested that teachers be given at least 3 school days notice to prepare work if the student is going to be absent for 3 or more days.**

We appreciate the notification of your students absence. It has been determined that while the student is gone the absence(s) will be marked as:

 **E-PA (Excused,
Planned Absence)**

 **U-PA (Unexcused,
Planned Absence)**

Your student has already exceeded the state standard of 5% absenteeism for the year.

Principal's Signature/Date

Teacher's Signature/Date