

Gardner Planned Absence



Mrs. Dawn Ivers, Principal

#1 Ed Gardner Place Waterloo, IL 62298

Phone: (618) 939-3060 Fax: (618) 939-3065



Student: _____

Grade: _____

Teacher: _____

Date: _____

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: _____

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

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

Office Use Only

We really appreciate you notifying us of your child's upcoming absence. It has been determined that while you are gone, this absence will be marked as:



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



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

Your student has already exceeded the state standard of 10% absenteeism for the year.

Principal's Signature/Date

Teacher's Signature/Date