ECKSTEIN MIDDLE SCHOOL

REQUEST FOR PRE-PLANNED EXCUSE ABSENCE FORM

NOTE: This fully completed form must be submitted to the Attendance office at least **three (3) school days** before the start of the planned absence. **For multiple siblings** complete and submit a separate form for each student.

Student Name: _____ ID#: _____
(First) (Last)
Date(s) of Absence(s): _____ Grade: _____

Reason for Absence: (check one):

_____ Medical (student has a medical/dental appointment or other pre-planned medical situation.

_____ Family event (funeral, religious holiday, etc. Up to 5 days excused if event is out of state)

_____ Vacation – District policy states that vacations are unexcused and will result in an unexcused absence. However, we will excuse the vacation **if the student completes the form below prior to the absence and the student is NOT in danger of failing any of their classes.**

Pre-Planned Vacation Sign-off

To Be Completed by Student's Teachers BEFORE Parent/Guardian Signs

Teachers: Initial in appropriate space	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Will need to make up work						
Will not need to make up work						
Will adversely affect class progress and work **CANNOT** be made up						
SHOULD NOT miss class (student in danger of failing class)						

I have read the above and am aware of the teachers' comments regarding the effect of this absence on my student's class progress. I understand that teachers' initials **DO NOT** mean the absence is approved.

►Parent/Guardian Signature: _____ DATE: _____

Daytime Phone: _____ Evening Phone: _____

The absence for this trip will be [ ] **EXCUSED** [ ] **UNEXCUSED**

Authorized Signature: _____ Date: _____