

OZAUKEE ELEMENTARY SCHOOL

PRE-PLANNED ABSENCE NOTIFICATION

Student: _____

Grade: _____ **Today's date:** _____

Where circumstances require that a student miss school for a pre-planned absence, the parent/guardian must notify the school 48 hours prior to the absence by completing this form. Parents/guardians should understand that such absence(s) could affect the student's academic progress.

Please print legibly:

I request that _____
be excused from attendance at school on the following date(s) and for
the following reason(s). Please be specific.

Date(s) Reason(s)

_____	_____
_____	_____
_____	_____
_____	_____

► THIS FORM IS TO BE SUBMITTED TO THE SCHOOL OFFICE ◀

NO LATER THAN 48 HOURS PRIOR TO THE ABSENCE

Parent/guardian signature _____

Administrative approval _____