

HARTLAND LAKESIDE PRE-PLANNED STUDENT ABSENCE FORM

Complete top portion of this form, including parent signature, prior to date of absence. Please return to the school office for building principal approval. Once approved, teachers will have the opportunity to give assignments in advance of absence. Please reference attendance policy 431 for additional information.

Student Name: _____

Grade: _____

Parent or Guardian Name: _____

Dates Requested to be Absent: _____

Number of School Days to be Missed: _____

Description of Absence: _____

Parent Signature: _____ Date: _____

Front Desk Verification: _____ Date: _____

Principal Signature: _____ Date: _____

| Class | Assignment(s) | Teacher's Initials |
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| | | Teacher's |

| Class | Assignment(s) | Initials |
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