



Pre-Planned Absence Form for Educational Leave

Teachers please attach the plan for independent study. This plan should be developed in conversation with the child's parent or guardian.

Student Name: _____

Grade / 1st Period Teacher: _____

Dates of Requested Leave: _____

Destination: _____

Please explain the nature of your trip. Give examples of educational activities that you will be doing.

Parent's Signature	Date
Teacher's Signature	Date
Administrator's Signature	Date

Work Completed: _____

Teacher's Signature

Completed form goes in Attendance Folder. When work is turned in absences will be excused.