

## Elementary School Planned Absence Form

(Please complete one form per child)

When at all possible, family trips should be planned so as to not interfere with a student's school attendance and education. If this cannot be arranged and students must be absent from school for the purpose of a family trip, a student will only be excused for a maximum of ten (10 days) per school year.

Student absence requests should be submitted at least one week in advance of the planned absence. The request should be made on this form and submitted to the principal for approval.

It will not be possible for all the missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher will inform you of any homework that needs to be completed during the missed school days. If homework is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

I request that \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_  
be excused from attendance at school on the following dates for a family vacation.

**Dates:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date form was signed:** \_\_\_\_\_

### To Be Filled Out by Teacher *(please check all that apply)*

- \_\_\_\_\_ District or state testing will occur during requested absence
- \_\_\_\_\_ Student is likely to maintain progress even with missed days
- \_\_\_\_\_ Student may struggle with gaps created by missed instruction
- \_\_\_\_\_ Student has difficulty whenever a day is missed

### To Be Filled Out by Office

Days of Absence: *Current Year* = IL \_\_\_\_\_ VA \_\_\_\_\_ *Last Year* = IL \_\_\_\_\_ VA \_\_\_\_\_

- \_\_\_\_\_ Absence approved
- \_\_\_\_\_ Absence approved with reservations due to previous absences

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Declaracion de Traducción: Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Translate@oasd.org.*

*Nondiscrimination: The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*