



# PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

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## PREPLANNED ABSENCE FORM

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Requested Date(s): \_\_\_\_\_

Reason: \_\_\_\_\_

## INDICATION OF PARENTAL APPROVAL

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## PRINCIPAL APPROVAL

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Request Approved** \_\_\_\_\_

**Request Denied** \_\_\_\_\_

In accordance with Pawnee Grade School's policies and procedures, extended absences for a nonemergency/non-illness reason are discouraged. On occasion, special permission for an Extended Trip/Absence may be granted. **The request must be submitted at least three (3) school days prior to the anticipated absence.** When able, the teacher(s) will provide the student with class work prior to the scheduled absence. Preparing work for individual student absences is very time consuming. If this request is made by the parent *and* the teacher is able to accommodate the request, the work is due upon return to school. Requesting the work and then not completing it will result in loss of credit.

**Note: The Principal has final authority in determining whether or not the absence will be approved. Absences that are requested during the state mandated achievement testing will not be approved as an excused absence. Unexcused absences result in the student receiving zero credit for work missed during the school day.**