

Pre-Planned Parent Excused Absence Form

Student Name: _____

Grade: _____

Planned Absence Date(s): _____

Families must complete prior to a planned absence:

- Obtain teacher signature(s)
- Submit written explanation for absence: _____

- Students must make up ALL missed assignments and tests as arranged with teachers **after** your child returns. Per our Student Handbook, please do not request homework to be given prior to the absence

Please remember:

- ❖ Wisconsin State Statute 118.16 and Peshtigo School District Bylaw and Policy 5200, allow parents/guardians to excuse their child **up to 10 times per school year for any and all reasons**
- ❖ Missing any part or all of a day equal 1 absence according to the Student Attendance and Truancy Procedures

I have read the above absence information and will complete the expected actions for my child's absence.

Print Parent Name

Parent Signature

Teacher Signatures

PELC Office Signature

For Office Use—

Number of days requested: _____

Number of absences to date prior to request: _____

Total absences including request: _____

- Copy of form sent to parent

Entered into Skyward:
