



Application for Preplanned Absence

This form is used to request approval in advance for unexcused, planned absences to be excused by administration. The following reasons are recognized as an excused student absence with a note and do not need prior approval: Illness of the child, illness in the immediate family, quarantine of the home, death of a relative, Funeral of relative, medical, behavioral, or dental appointment, observance of religious holidays, college visitation, military pre-enlistment or enlistment testing, parent/guardian military deployment activities, court, placement in foster care, or homelessness.

Student Name (Please Print): _____ Date of Request: _____

Program: _____

***Preplanned absence will only be approved if the student has less than 65 hours of total absences in the current school year. ***

***Full time students can only be approved for a total of 30 hours of preplanned absence per school year. ***

***Half time students can only be approved for a total of 15 hours of preplanned absence per school year. ***

I request absence for the following dates/times: _____ Number of days: _____

I request absence for the reason of (EX: vacation, religious/church event, drivers ed.): _____

I understand that I am responsible for making arrangements to make up all work and assignments that I will miss. Any assignments missed that are not made up will be counted as a zero (0).

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent/Guardian email: _____ Parent/Guardian Phone number: _____

Lab Instructor Signature: _____ Comment: _____

Academic Instructor Signature: _____ Comment: _____

Academic Instructor Signature: _____ Comment: _____

Academic Instructor Signature: _____ Comment: _____

Academic Instructor Signature: _____ Comment: _____

Academic Instructor Signature: _____ Comment: _____

FOR OFFICE USE ONLY

Full time Less than Full time: _____ Comments: _____

Absent 65 hours or less _____

Total absent hours: _____

Previous preplanned absences: _____

_____ Hours Approved

_____ Hours Denied

Reason for denial: Absent more than 65 hours Only qualified for _____ preplanned absence hours

OTHER: _____

Approved by: _____ Date: _____