

Wedgwood Elementary School

Pre-Planned Absence Form

Note: This form must be submitted to the Attendance Specialist at least three (3) school days before the start of the planned absence. If the reason for absence is different for multiple siblings, please complete a separate form for each student.

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Student Name: _____ **Grade:** _____

Dates of Absence: _____

Reason of Absence: (Please check one)

_____ **Medical:** Student has a medical/dental appointment or other pre-planned medical situation.

_____ **Family Event:** Funerals or religious holidays. Excused up to 5 days if the event is out of state.

_____ **Family Vacation:** Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation.

I understand that a vacation is an unexcused absence. _____ (*parent's initial*)