



**ROCHESTER SCHOOL DISTRICT #401  
GRAND MOUND ELEMENTARY**



**PRE-PLANNED ABSENCE FORM**

Student name \_\_\_\_\_ is requesting a planned absence from  
\_\_\_\_\_ to \_\_\_\_\_ for the following reason: \_\_\_\_\_

Class	Teacher	Assignment	Due by	Current grade				*Recommendation for student to go	
				1	2	3	4	Yes	No
<b>ELA</b>									
<b>Math</b>									
<b>Other</b>									

**After the form is completed and signed by all, a copy will be given to the teacher and student with any necessary work for student to complete. A copy will also be provided to the attendance secretary.**

\*A “No” response from a teacher does not deny a student from going if the parents sign, but parents must be aware that absences can/will affect a student’s performance in class. Teacher recommendation indicates a student’s need to stay in class to ensure academic success.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Administrator Signature