



**ROCHESTER SCHOOL DISTRICT #401
ROCHESTER PRIMARY SCHOOL**



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 |
| ELA | | | | | | | | | |
| Math | | | | | | | | | |
| Other | | | | | | | | | |

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