

For Official Use	
	Attendance
	Teachers
	Student File

CEDAR PARK ELEMENTARY PLANNED ABSENCE FORM

Thank you for informing us of your child's planned absence.

This form is needed for planned absences that are more than 2 school days. Please submit this form to the main office at least one week in advance of the absence. Planned absences can be excused for medical appointments or religious or other one-time events. Family vacations or family trips during regular school days are not excused.

Date _____

Student(s) Name: _____

Students Teacher(s): _____

Parent/Guardian: _____

Phone # _____ Email: _____

Date(s) of Absence: _____

Number of school days that will be missed _____

Reason for absence _____

By signing below you the parent/guardian recognize that missing school can negatively impact your child's overall achievement at school.

Parent/Guardian Signature: _____ Date: _____

Excused Unexcused

Office Staff Signature: _____ Date: _____