



**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
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