

**EAST LEROY ELEMENTARY**  
**Planned Absence Form**

This procedure was developed to allow for absences of students when one or both parents are taking the student on a trip for business or recreation reasons; or the student will be out of school due to illness or hospitalization. This does not give blanket approval to absences and is designed to control absences for students when the absence could pose undue hardship on the academic development of the student. This also is meant to help parents recognize their responsibility in school attendance.

Phone: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Reason for absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates to be absent: \_\_\_\_\_

Approval by teacher:

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher Comments: \_\_\_\_\_

\_\_\_\_\_

I understand that all work must be made up and accept the responsibility for this absence.

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

FINAL APPROVAL Principal \_\_\_\_\_