

Pre-Planned Absence Form - Lawton Elementary School

Use this form to inform the office of pre-planned absences.

Note: This form must be submitted to the Office at least three (3) school days before the start of the planned absence. If the reason for absence is different for multiple siblings, please complete a separate form for each student.

Student Name: _____ Grade: _____

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Dates of absences: _____

Reason for Absence: (Please check one)

_____ **Medical:** Student has a medical/dental appointment or other pre-planned medical situation.

_____ **Family Event:** Funerals or religious holidays. Up to 5 days excused if the event is out of state.

_____ **Family Vacation:** Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation.

I understand that this is an unexcused absence. _____ (parent initial)

_____ **Educational Trip:** To be excused, an **Education Trip Plan** must be made and agreed to prior to departure. The plan should address how the trip is educational and how the student will report on what they learned during the trip. The plan also should include information about when and how missed class work or assignments will be completed and turned in.

I request that my child's pre-planned absences be excused. An Educational Trip Plan for his/her absence is attached.

Parent Signature _____ Date _____

These absence dates will be Excused Unexcused

Administrator Signature _____ Date _____

Educational Trip Plan - Lawton Elementary School

Parents: Use this form to request that absences from school for an educational trip be excused.

Student Name: _____ Grade: _____

Trip Location: _____ Trip Dates: _____

Educational Trip Overview

Proposed Educational Activities	Grade-Appropriate Evidence of Learning
School work/assignments to be completed (i.e. math, reading, writing, etc)	Schedule of completion (How work will be completed and when it will be turned in)

We agree to this Educational Plan.

Parent Signature _____ Date _____

Teacher Signature _____ Date _____