



Request for Absence

Student's Name: _____ Grade: _____

Will be absent from PPA from: _____ (time): _____
(Day of week and date) (if leaving early from school)

and will return to PPA on: _____
(Day of week and date)

"Pre-arranged absences for family vacation trips are excusable provided they are known and approved by the principal at least **two weeks before** the planned absence. Parents should request and complete a "Request for Absence" form from the school and turn it into the attendance office... Pre-arranged absences are counted in the total number of parent excused absences for the year and should not exceed 5 days per year."

NOTE: This is a request for an absence and should be turned in to the attendance office at least **one week** before the absence is scheduled. An email will be sent home once it is approved.

It is the student's responsibility to collect all assignments from the teacher(s) before leaving. If absent for only 1 day, assignments/tests are due the day the student returns. If absent more than 1 day, the student will have the same number of days to make up the work as he/she has missed.

Note: If absences are over an exam/test day(s), students are to make up the exam/test **before** the vacation day(s), and be responsible for tests given on the day he/she returns unless **prior** arrangements have been made through administration.

Reason for absence:

Parent Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Date Emailed: _____ Date Entered: _____

Approved by: _____ Date: _____