PRE-PLANNED ABSENCE REQUEST FORM

To be completed by a parent/guardian and emailed to sosorio@woodlandbaptistnow.com or turned into the office.

STUDENT INFORMATION

Student Name:	_____	**Grade:**	_____
Parent/Guardian:	_____	**Phone:**	_____
Teacher/Homeroom:	_____	**Date Submitted:**	_____

ABSENCE DETAILS

First Day Absent:	_____	**Return Date:**	_____
Total School Days:	_____	**Destination:**	_____
Reason:	_____		

PARENT/GUARDIAN ACKNOWLEDGEMENT

I understand that a pre-planned absence may cause my child to miss direct instruction, class activities, assessments, and other learning experiences that may not be able to be duplicated. I understand that it is the student's responsibility, with parent support, to communicate with teachers and complete all assigned work according to school expectations. Submission of this form provides advance notice to the school and does not automatically excuse the absence or waive attendance requirements.

Before leaving, the family/student should:

- ☐ Notify each teacher of the dates the student will be absent.
- ☐ Request available assignments or instructions in advance when possible.
- ☐ Arrange to complete missed quizzes, tests, projects, or other required work.
- ☐ Check FACTS and/or teacher communication for assignments and updates while away.

Parent Signature:	_____	**Date:**	_____
Student Signature:	_____	**Date:**	_____

OFFICE USE ONLY

Request Status:	☐ Approved ☐ Not Approved	**Attendance Code:**	_____
Administrator:	_____	**Date:**	_____
Notes:	_____		