

Hamilton International Middle School

Pre-Planned Absence Form

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

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

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, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. The plan also must include information about when and how missed class work or assignments will be completed and turned in.

I request that my child's educational trip be excused. An educational Plan for his/her absence is attached.

Parent Signature _____ Date _____

The absences for this trip will be Excused Unexcused

Administrator Signature _____ Date _____