

## ORANGE CITY SCHOOLS PRE-PLANNED ABSENCE FORM

**STEPS to COMPLETION:**

1. Parents/students, complete and sign form
2. Have teachers complete and sign form
3. Return form to Attendance Office THREE (3) DAYS PRIOR to absence

Student Name: \_\_\_\_\_ Parent Ph#: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

I, \_\_\_\_\_, request that my son/daughter be absent from school for \_\_\_\_\_ days;  
Parent Signature (# of days)  
 from \_\_\_\_\_ through \_\_\_\_\_  
(Inclusive)

**CIRCLE REASON FOR ANTICIPATED ABSENCE:**

1. Religious holiday
2. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school; please explain \_\_\_\_\_
3. Special family circumstances
4. College visitations; name of school: \_\_\_\_\_
5. Family vacation
6. Other; please explain: \_\_\_\_\_

**NOTE: Student MUST return with SIGNED DOCUMENTATION from College to be excused.**

**TEACHERS: Please sign below. Write any comments you wish to make.**

Subject Missed	Teacher's Signature	Comments

**See Student Handbook for rules regarding make-up work.**

**FOR OFFICE USE ONLY**

\_\_\_\_\_ Date \_\_\_\_\_