

W. J. ZAHNOW PLANNED ABSENCE REQUEST FORM

Student: _____ Gr: _____ Teacher: _____

I hereby request that the above named student be granted a planned absence for the following dates: _____

I will cooperate with the school to insure that all missed work is completed.

Reason for Absence: _____

Parent Signature: _____ Date: _____

Approved

Not Approved

Principal Signature/Date

Teacher Signature/Date

Teacher: Please note the above dates, provide advance assignments, and give the student appropriate assistance to make up missed work. After signing this form, please give to the attendance secretary.