



STUDENT ENROLLMENT OFFICE

545 West Dayton St. ● Madison, Wisconsin 53703-1967 ■ 608.663.4957 ▼ <https://infosvcweb.madison.k12.wi.us/enrollment>

Andrew Statz, Chief Information Officer

Jane Belmore, Ph.D., Interim Superintendent of Schools

Request for Pre-approved Planned Absence

If it is necessary for a student to be absent from school for an extended number of days, other than for the reason of being physically or emotionally unable to attend school (i.e., a trip or special circumstances), this Request for Pre-approved Planned Absence form must be completed and submitted to the Principal **prior** to the absence. Arrangements must be made with the teacher for completion of schoolwork. The number of days excused for a Pre-approved Planned Absence may not exceed ten (10) during a school year for any individual student.

Return this form to the principal at your school prior to date(s) of absence.

Student's Name: _____ Date Submitted: _____

Grade: _____ Teacher: _____

Date(s) student will be absent: _____

Reason for absence: _____

Parent/Guardian Signature: _____

_____ Approved as excused absence for dates described above.

_____ Absence on the dates above will be counted as unexcused because:

_____ Other reason: Specify: _____

Principals Signature: _____ Date: _____

CC: Parent/Guardian Teacher Student File