



Student Pre-Planned Absence Request Form

I, the parent of _____ am requesting that my student be excused from school on the following date/dates:

I am requesting this planned absence for the following reasons (please check one):

_____ Family Trip – Excused if trip is with student’s family only

_____ College Visit to _____

Limited to three visits in junior and senior years

_____ Other – _____

Explanation or Comments: _____

Date

Parent/Guardian Signature

This request needs to be turned in to the school office at least **five school days** prior to the date of the requested absence. Further information on Bethany’s attendance policy can be found in the Student-Parent Handbook.

For office use

Date received: _____

Yellow absence card given to student: _____

Excused: Yes No