**INGRAHAM HIGH SCHOOL**

**REQUEST FOR PRE-PLANNED EXCUSE ABSENCE FORM**

**NOTE:** This fully completed form must be submitted to the Attendance office at least **three (3)** school days before the start of the planned absence. **For multiple siblings** complete and submit a separate form for each student.

Student Name: ___________________________ ID#: __________________

(First) (Last)

Date(s) of Absence(s): ___________________ Grade: ________________

**Reason for Absence: (check one):**

_____ Extended Medical (recurring appointments; surgery, oral surgery – out at least 3 days)

_____ Bereavement (memorial service, funeral, 3+ days out)

_____ Religious or cultural (holiday, participation in instruction)

_____ Post-secondary visit (college, technical school, apprenticeship program, scholarship interview)

_____ Approved Activity (district/school activity or program, youth conference, non-profit/community organization event participation; technical, visual or performing arts, athletic participation, State recognized search & rescue)

_____ Family trip – *Family trips/vacations of any duration are not excused.* Extra days before or after school holidays are not excused; including out of state or out of country.

**To Be Completed by Student’s Teachers:** (BEFORE Parent/Guardian Signs)

<table>
<thead>
<tr>
<th>Teachers: Initial in appropriate space</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
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</thead>
<tbody>
<tr>
<td>Will need to make up work</td>
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<tr>
<td>Will not need to make up work</td>
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<tr>
<td>Will adversely affect class progress and work <strong>CANNOT</strong> be made up</td>
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<tr>
<td><strong>SHOULD NOT</strong> miss class (student in danger of failing class)</td>
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</tbody>
</table>

**Student’s current grade in class**

I have read the above and am aware of the teachers’ comments regarding the effect of this absence on my student’s class progress. I understand that teachers’ initials **DO NOT** mean the absence is approved.

►Parent/Guardian Signature: ________________________ DATE: ________________

Daytime Phone: ___________________________ Evening Phone: ___________________________

The absence for this trip will be [ ] **EXCUSED** [ ] **UNEXCUSED**

Principal’s Signature: ___________________________ Date: ________________

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