



OAKFIELD ELEMENTARY PLANNED ABSENCE EXCUSE FORM

DIRECTIONS: The parent/guardian is to complete the Parent/Guardian Section and return this form to the Principal/Designee **at least 5 school days** before leaving for the planned absence. **The form is ONLY needed when a student will be out for two or more days.**

COMPLETED BY PARENT/GUARDIAN

Student's Name

Teacher

First Day Absent from School

Return Date to School

Parent/Guardian email

Reason for planned absence

To the best of my knowledge, the information above is correct. As the parent/guardian, I assume full responsibility for the absence of the student named above. I also understand that this absence could cause my student to be truant, if at the time of the absence the student exceeds 10 days.

Signature of Parent or Guardian

Date

COMPLETED BY OFFICE STAFF

_____ Number of student absences at the time of the submission of this form.

_____ Date of Report Run

_____ Office Staff Initials

COMPLETED BY SCHOOL STAFF

Signature of Teacher

Date

Signature of Principal

Date

Comments (optional): _____

Completed form emailed to both parents/guardians

Completed form filed in office