

ST. BERNARD SCHOOL

PLANNED ABSENCE EXCUSE FORM

Directions: The parent or legal guardian is to complete Section 1 and return form to the school office. The parent or legal guardian should discuss this absence and its effect on the student with the teacher as a necessary condition for the absence to be excused.

1.

Student's Name	Grade	Date Leaving	Date Returning
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Reason For
Absence: _____

2. The principal was notified of the planned absence on: _____

Principal's Signature: _____

3. The parent or legal guardian has discussed the absence and its effect on the above student(s) for the dates indicated.

Teacher's Signature _____ Date _____

4. – **Complete only if needed**

It is my judgement as the teacher of _____ that he/she **should not be absent** for the period specified for the following reasons:

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____