

**PICKERINGTON LOCAL SCHOOL DISTRICT**  
**PRE-PLANNED ABSENCE FORM**  
Elementary School

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Date Submitted: \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Building

will be absent from school from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Homeroom / Team Teacher(s): \_\_\_\_\_

- I understand that these dates are counted as absences and that my child is responsible for all assignments missed during the absence.
- Teachers will set the schedule for returning missed assignments. They may require some work be completed prior to the absence or returned the first day the student returns. Please make every effort to notify the office 5 days in advance of your absence to allow for planning by the teachers.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Contact Number

**The completed form MUST be returned to the Teacher before the absence occurs.**

For questions in regards to attendance, please refer to  
Board Policy JED: Student Absences and Excuses.