

**Elementary  
Anticipated Absence Form**

In striving to partner with parents and in support of families, we may excuse a planned family trip that cannot be scheduled otherwise. **We ask that you and your student complete this form and return it to either the teacher or the front desk one week before the first day of absence due to the family trip.**

The teacher will fill out a blue absence form with required work and will communicate when all work/quizzes/tests should be completed. If missing work is not completed in a timely manner, the grade will reflect a late penalty.

**The grade level principal will have the final decision on whether the absence will be excused.**

**TRAVEL INFORMATION:**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Trip Information:** \_\_\_\_\_

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

**Dates Missing School:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TEACHER AND PRINCIPAL APPROVAL:**

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_