



Nancy Thomas
Superintendent

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PLANNED ABSENCE FORM

Consistent attendance is necessary for students to be successful in school. However, there are times when absences may be necessary for college visits or family events such as weddings or funerals. State law allows for the Superintendent to excuse a student from school for up to 10 days for "emergencies and absence from town."

It is also important that the attendance secretary, teachers and administrators are aware of planned absences. Please complete this form **AT LEAST TWO WEEKS** before the absence. The form needs to be approved by the Superintendent. If approved the form will be forwarded to the teacher who will then arrange with the student the schedule to make up missed work.

_____ will be absent from school from
(Student(s) Name) (Grade)

_____ through _____
(1st day of absence) (last day of Absence)

Purpose: _____.

Parent Signature _____ Date: _____

Approved: _____
(Superintendent) (Date)

Teacher(s) must sign off below:

Elementary Teacher _____ -OR- Secondary Teachers

Period 1 _____	Period 2 _____
Period 3 _____	Period 4 _____
Period 5 _____	Period 6 _____
Period 7 _____	TA _____

******Return completed form to the Attendance Secretary******