



# Application for Planned Absence 2017 version 1.0

**Brief Introduction and Instructions**

**Questions? Please contact us**

If you are an enrolled student and would like to apply for planned absence due to a special event (i.e. a brother's wedding), please fill out this form and turn it in to the Principal. She will review your application and approve it fully, approve it with conditions, or deny it. **Note:** The year in the title refers to the year this form was created.

- Use a blue or black pen.
- Print answers in NEAT BLOCK LETTERS.
- Sign and date the form.

**Your Name**

**Print answers CLEARLY in BLOCK LETTERS**

**Surname**

**First names**

**Which Dates Are You Applying For?**

**List day (i.e. Monday) and date (i.e. 10 May 2018)**

**Dates**

**What Event / Reasons Are You Applying For This Day / These Days Off?**

**Your Signature**

**Your Signature**

**Date**

Day		Month		Year					

**OFFICE USE ONLY**

Received by						Date	
Student's Class							
Approved?	<input type="checkbox"/> Approved fully	<input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied	Date			
Student informed by						Date	
Does this absence count against the student's time off?				<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**Please file this form in the class binder with roll calls and medical certificates when completed.**