



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." Please note that absences for family vacations will NOT be approved. These absences will be unexcused and the students will be considered truant.

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, except in cases of emergencies, such as a family member funeral. The process requires approval by the Superintendent. If approved, the form will be forwarded to the teacher(s) who will then arrange with the student the process to make up missed work.

_____ (Student Name) _____ (Grade) _____ (School)
_____ (1st day of absence) through _____ (last day of absence)

Purpose: _____

Parent Signature _____ Date: _____

Approved: _____ (Superintendent) _____ (Date)

Teacher(s) must sign off below (after Superintendent approval):

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*****