



OAKFIELD PLANNED ABSENCE EXCUSE FORM

Directions

The parent/guardian is to complete Section I and return this form to the Principal/Designee before leaving for the planned absence. School personnel will complete Sections II and III.

SECTION I

_____ Teacher _____
Student's Name

_____ Teacher _____
Student's Name

_____ Teacher _____
Student's Name

Dates _____
First Day Absent
Return Date

Reason for Absence _____

To the best of my knowledge the information above is correct. As the parent/custodian I assume full responsibility for this absence of the student name above.

_____ Date _____
Signature of Parent or Guardian

SECTION II

_____ Date _____
Signature of Teacher

SECTION III

This form was returned prior to the planned absence and is being approved by the Principal/Designee..

_____ Date _____
Signature of Principal/Designee