

**PRE-EXCUSED ABSENCE FORM**

Lincoln Elementary School

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date(s) of anticipated absence: \_\_\_\_\_

Reason for anticipated absence: \_\_\_\_\_

I, the parent/guardian of the above named student, request a pre-planned excused absence for my son/daughter. I understand that the excused absence will be for one of the reasons established by the Board of Education, policy AG 5200. The teacher will have the option to request work be done prior to the pre-planned excused absence or upon the student's return. ***This form must be turned in TO THE OFFICE prior to the activity or the student will not be able to participate.***

\_\_\_\_\_  
Signature of Parent/Guardian

Subject	Assignments	Teacher's Initials/Comments

**Student: Please bring this form to Mrs. Gennerman for approval prior to your absence.**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Approved

Not Approved