



Mukwonago Area School District
Building Better Schools Together

PLANNED ABSENCE FORM

To be completed prior to absences

Per School Board Policy PO5200, parents may excuse their child for up to 10 days in a school year, including family trips. When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education.

Make-up arrangements for excused absences shall be initiated by the student and/or parent prior to the planned absence. Park View Middle School and Mukwonago High School students are required to complete the reverse side of this form.

Student Name: _____

Student Grade: _____

**Parent/Guardian
Name(s):** _____

**Date(s) Requested to be
Absent:** _____

**Number of School Days
to be Missed:** _____

Description of Absence: _____

**Parent/Guardian
Signature:** _____

For School Use Only:	School days previously missed: _____
Absence will be coded (circle one):	Excused Unexcused Principal Initials: _____

PVMS/MHS Students

Students: Have all teachers sign below before returning this form to the office for final approval. This must be returned to the office prior to your planned absence.

Period:	Teacher Signature:	Notes/Assignments:
1		
2		
3		
4		
5		
6		
7		
8		