



PLANNED ABSENCE APPROVAL FORM

Students must follow these steps for a planned absence/college visit to count as an excused absence:

- 1) Complete **Part I** of this form
- 2) Submit form to the Attendance Office a week prior to the planned absence/campus visit for **Part II** to be completed
- 3) Once the request gets approved, you will be called to the Attendance Office to pick up the form
- 4) Communicate with your teachers regarding makeup work, and have those teachers sign **Part III**
- 5) Turn in this completed form to the Attendance Office
- 6) **If you will be visiting a college/institution**, please complete **Part IV** and return to the Attendance Office after your visit

Part I – To be completed by student and parent

Student's Name: _____ ID # _____ Grade: _____

Today's Date: _____ Dates Requested: _____/_____/_____ to _____/_____/_____
(first date of absence) (last day of absence)

Reason for Absence: Vacation Tournament Other College Visits (*attached*)

Student's Signature: _____ Parent's Signature: _____

Part II – Attendance Office use ONLY

Received Request On: _____/_____/_____ Year to Date Total Absences: _____ Total # of Absences for this Request: _____

Approved Denied

Comments (optional): _____

Principal's Signature (*required*): _____ Date: _____

Part III – Student secures teacher signature and returns to the Attendance Office

Class Period	Current Grade	Teacher's Signature and Comments	Class Period	Current Grade	Teacher's Signature and Comments
Adv.			5		
1			6		
2			7		
3			8		
4			9		



KENNETT HIGH SCHOOL

KENNETT CONSOLIDATED SCHOOL DISTRICT

100 East South Street, Kennett Square, PA, 19348
Phone: 610-444-6620 • Fax: 610-444-7013 • khs.kcsd.org

Part IV - To be completed by representative of college/institution (college verification ONLY)

_____ Visited Our Campus Today.
Student's Name

Name and Title of College/Institution Representative: _____

Signature: _____ Today's Date: ____/____/____ Phone: _____

OR

Attach official documentation and return to the Attendance Office within THREE (3) days of your return.

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