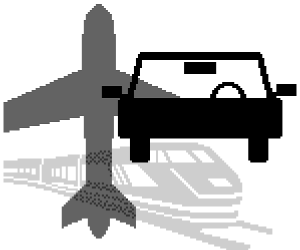 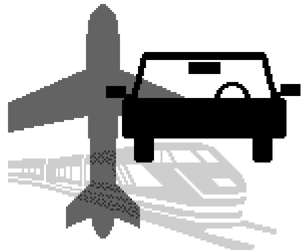 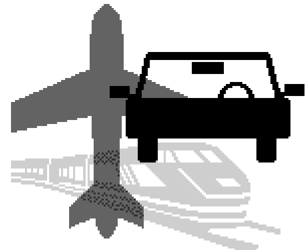

Olga Brener Intermediate School

Student Passport/pre-excused planned absence form

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This pre-excused absence form is to be used for planned absences from school.
A family vacation would be a good example. People are asked to read this form & sign it so that the student may present it to his/her teacher at least three school days in advance of the planned absence.

Teachers indicate by signing that if the student does well on the assigned make up work it is not likely the student will fail that grading period due to the absence & that arrangements for make up work have been made.

It should be understood that a teacher's signature does not mean the student's grade will not suffer due to the absence.

Student's Name ____

Reason for leaving town ____

Date leaving_______________________ Date returning ___________________

Parent's signature____

Signature of Classroom teacher _______________________________________
(Classroom teacher is responsible to advise all the specials, i.e.: music, art, phy. Ed and should return this form to the office after they have signed it)

Signature of Principal____