

Morrisville School District
Planned Absence Special Request Form

Personal Information:

Name: _____

Grade: _____

Address: _____

Phone: _____

1st Pd. Teacher: _____

Procedure:

1. *Student – Complete Personal Information, and Event Information*
2. *Teacher – Sign and make comments*
3. *Parent – Signature*
4. *Principal – Signature, Circle: Excused or Unexcused*

Course:	Teacher's Signature	Teacher Comments

All of your Teachers must sign before the request will be acted upon!

Teachers should make comments concerning the student's grades and attendance.

Event Information:

Type of Event: _____ Number of school days involved: _____

Dates of the trip: _____

Principal's Signature: _____