

Feltwell Elementary  
Preplanned Absence Form

In accordance with established school policy, anticipated absences must be requested and approved in advance. The request for an excused absence, due to a family trip or other family business, must be received by the administration a minimum of three (3) school days in advance of the first day of the absence. Examples of excused absences include family emergencies, medically related concerns, religious holidays, annual leave that is command-approved and school sponsored activities.

Step 1: To be completed by Parent

|                     |                    |
|---------------------|--------------------|
| Name Of Student/s:  | Dates Of Absences: |
| Reason For Absence: |                    |

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal  
Miles J. Shea  
Feltwell Elementary School  
DSN: 226-7003/7004  
Comm: 0163852-7003/7004

Turn in completed form to the front office in Bldg 93.