



*Chelsea Elementary School fosters excellence through a safe,  
nurturing environment.  
Staff, students, and community commit to positive attitudes, clear  
expectations, and exemplary learning with **PRIDE**.*

## Chelsea Elementary School Planned Absence Form

Parents should process a Planned Absence form before the student misses school. This form will indicate total absences from school at the time of request. Planned absences are applied for by completing this form available in the main office.

*Any work missed during an absence planned or otherwise is the students responsibility to make up.*

Student (s):

Date:

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Date(s) of planned Absence: \_\_\_\_\_ Total Days Absent: \_\_\_\_\_

Reason for Absence:

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Guardian Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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