

**Dorsey Attendance Center
Request for Planned Absence**

Teacher: _____

Date(s) to be absent: _____

All day: _____ Half day: _____

Reason for absence(s): Personal () Sickness () Other ()

Reason:

Do you need a substitute? Yes: _____ No: _____

Signature of teacher: _____ Date: _____

To be completed by principal:

Approved: _____ Denied: _____

Signature of principal: _____ Date: _____