



Trinity Lutheran School

Where Faith
and Education Grow

Pre-planned Absence Request (List Days)

While we discourage student absences for reasons other than illness, we understand that circumstances exist in which the student will be absent for pre-planned events. The principal will determine whether these absences are excused or not.

Student's name: _____

Parent/Guardian Signature

Principal

Please return this form to the school office no less than 48 hours (2 school days) in advance of the pre-planned absence. Office personnel will document the dates requested and return this form to the student for teacher initials (below).

Students are expected to show this form to each teacher with whom they have class each day. They are to get assignments for the days(s) they will be absent. The teachers will then initial by their names to indicate that they are aware of the absence.

Pastor Meyer _____

Heather Meyer _____

Sarah Warneke _____

Erin Miller _____

Cynthia Foster _____

Katrina Tarver _____

Sherry Pugmire _____

When all initials of student's teachers have been received, this form is to be returned to the office. (Revised September 9, 2026)