

**Congress Elementary School  
421 E. Congress St.  
Sturgis, MI 49091  
269-659-1565  
269-659-1567 (fax)**

**Congress Elementary School  
Pre-Planned Extended Absent Form**

Student \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Dates to be absent: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_ Family Illness

\_\_\_\_\_ Vacation

\_\_\_\_\_ Death in family

\_\_\_\_\_ Other

Please return this completed form to the office. Your child is responsible for getting all assignments from their teacher before leaving. Thank you.

Parent's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_