

# Fox Valley Lutheran High School

## Student Pre-Planned Absence Form

Student Name (Print) \_\_\_\_\_ Gr. \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_ Set(s) \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Parent Signature \_\_\_\_\_

Reason for Absence \_\_\_\_\_

**Student Instructions:** Please have your teachers initial and fill out their sections of the form and then **turn it in to the office at least 1 day prior the absence.** The bottom portion of the sheet will be returned to you. If possible, have your assignments completed upon your return. If that is not possible, you will need to work out a plan with your teachers. Also, please understand that a pre-plan is not necessarily an excused absence. You will need to check with Mr. Uhlenbrauck.

**To the Parent:** Pre-planned absences for reasons outside of those defined in the Student Handbook are still listed as “unexcused” on the student’s record. Please see our Student Handbook in your child’s planner (under Attendance/Planned Absence) or on our website for more information. Please contact Mr. Uhlenbrauck if you have any questions. You can reach him at [juhlenbrauck@fvlhs.org](mailto:juhlenbrauck@fvlhs.org) or 920.560.5127.

*(top to office)*



*(bottom to student)*

Set	Teacher/Class	Assignment	Due Date
1			
2			
3			
4			
5			
6			
7			
8			

**Student:** Also see *Faculty Pages* at [fvlhs.org](http://fvlhs.org)