

# Dunlap High School Pre-Planned Absence Form

Name of Student: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ - \_\_\_\_\_

### Teachers:

The above named student will miss school on the date(s) listed due to a pre-planned absence. The purpose of this form is to inform you of this impending absence and to give the student an opportunity to request a list of assignments which he/she will miss. Please note that you are not obligated to provide this list without 24 hours advance notice. Please initial below indicating that the student has brought this matter to your attention.

### Students:

In order to get advance assignments prior to your pre-arranged absence, you must take this form to each of your teachers at least 24 hours in advance. Return this form to the attendance secretary in the office prior to leaving school.

### Periods

0 hour \_\_\_\_\_

3<sup>rd</sup> hour \_\_\_\_\_

6<sup>th</sup> hour \_\_\_\_\_

1<sup>st</sup> hour \_\_\_\_\_

4<sup>th</sup> hour \_\_\_\_\_

7<sup>th</sup> hour \_\_\_\_\_

2<sup>nd</sup> hour \_\_\_\_\_

5<sup>th</sup> hour \_\_\_\_\_

8<sup>th</sup> hour \_\_\_\_\_

### Parent or Guardian

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Reason for Absence:

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Please be aware that this only excuses your absence as allowed per the Student Handbook. Any absences past seven per semester (without a doctor's note) will be recorded as unexcused, and no assignments will be accepted. Please see the Student Handbook for exceptions.