

Bryan Middle School

Pre-planned absences

(3 or more consecutive school days OR Non-School Sponsored Activity)

Attendance is important; however there are unique and occasional times when students need to miss school. Pre-planned absences represent an attempt to accommodate special and unique needs for approved student absence from school. Please refer to procedure #18. in the student handbook for more information.

... . It is the student's responsibility to follow up on missing assignments.

Steps for pre-planned absence approval: (must be followed in sequence)

1. Parent/student obtains extended absence paperwork from the main office/website.
2. Parents fill out Part A on form.
3. _____, the form should be returned to the Main Office for Part C: Administrative approval at least two school days prior to the absence.
4. The office will keep page 1 (Part A & C);

Failure to follow the steps listed above may affect student's privileges for homework, quizzes, tests, or other classroom activities.

Thank you for your attention to this matter.

PART A: General information

Student: _____ ID: _____ Grade: _____

My son/daughter will be absent from school starting on _____ and will return on _____.

The reason for the absence is _____.

Student Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

PART C: Follow Up (when PART A is completed)

Health Office Received: _____

Administrative Acknowledgement: _____

*Please note that some parts of this page have been taken out due to the fact that there is no part B on this form for this school year. We are only accepting this page (Part A) of the preplanned absence form this year. Thank you.