

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: Parents/Guardians need to sign the top, you fill in the classes you will miss on the bottom. Collect your teacher's initials and assignments on the bottom. **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 or 920.739.4441 x 5127.

(top to office)



(bottom to student)

Retain to use as your *Building Pass*

Student Name (Print) _____

Date(s) of Absence _____

Set	Class	Teacher Signature	Assignment	Due Date
A-1				
A-2				
A-3				
A-4				
B-1				
B-2				
B-3				
B-4				