

Fox Valley Lutheran High School

Student Pre-Planned Absence Form

Student Name (Print) _____ Date(s) of Absence _____

Full Day(s) _____ Partial Day _____ Time Arriving/Leaving _____ Returning? Yes _____ No _____
 (circle one)

Parent Name (Print) _____ Parent Signature _____

Reason for Absence _____

Student Instructions: Fill out the top and fill in the classes that will be missed on the bottom. Collect your teacher's initials and assignments on the bottom. **Turn it into the School Office at least 1 day prior to the absence.** The bottom portion of the sheet will be returned to you. If possible, have the assignments completed upon your return. If that is not possible, you will need to work out a plan with the teacher. Also please understand that a pre-planned absence 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)

Set	Teacher	Assignment	Due Date
A1/1			
A2/2			
A3/3			
A4/4			
B1/5			
B2/6			
B3/7			
B4/8			