



A World of Learning

### 3 Days or More Planned Absence Pre-Arranged Absence Form



Planned Absence: A family initiated vacation or trip of 3 days or more **needs to be approved by the building administration prior to the departure date.** Many students experience difficulty in trying to “catch up” after an extended absence, therefore it is better for the student’s success if vacations are planned during scheduled school calendar breaks.

**Procedure:**

- The student must contact each teacher **before leaving** on a vacation. Complete the form below with the assignment and the due date. Take **additional forms as needed** to collect assignments to be completed while away. A parent **MUST** call the Attendance Line (248-341-5910) to report the absence.
- Students **are not** given any extra time to make up missed work due to a vacation. Any work due on or during the vacation **must be turned in before** the student leaves, unless other plans are made with the teacher.
- Teachers may count as late or refuse to accept any work that is not handled in the manner outlined on this page.
- This sheet is kept by the student as a reference of assignments that need to be completed while away.

**Name of Activity** \_\_\_\_\_ **Date & Time** \_\_\_\_\_ **A or B Day** \_\_\_\_\_  
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**Student Name** \_\_\_\_\_  
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Period 1: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
Assignment \_\_\_\_\_  
Due date \_\_\_\_\_  
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Period 2: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
Assignment \_\_\_\_\_  
Due date \_\_\_\_\_  
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Period 3: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
Assignment \_\_\_\_\_  
Due date \_\_\_\_\_  
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Period 4: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
Assignment \_\_\_\_\_  
Due date \_\_\_\_\_  
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Before/After School Class \_\_\_\_\_ Teacher \_\_\_\_\_  
Assignment \_\_\_\_\_  
Due date \_\_\_\_\_