



## 2 Days or Less Planned Absence Assignment Sheet for Missed Classes



**Planned Absence:** A family initiated vacation or trip will be recorded as **excused** if the school is notified 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:**

1. The student must contact each teacher **before leaving** on a vacation. Complete the form below with the assignment and the due date. **A separate form must be completed for each day of absence.** A parent **MUST** call the Attendance Line 248-676-2735 and select attendance line to report the absence.
2. 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.
3. **Teachers may count as late or refuse to accept any work that is not handled in the manner outlined on this page.**

**Name of Activity:** \_\_\_\_\_ **Date** \_\_\_\_\_ **A or B Day** \_\_\_\_\_

**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 \_\_\_\_\_