

# Pioneer Middle School - Planned Absence Form

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Dates of Absence \_\_\_\_\_ to \_\_\_\_\_

Total number of school days to be missed \_\_\_\_\_ Reason for requested absence \_\_\_\_\_

Is the Parent or Guardian in active military service? (Please circle) Yes No (family emergency, vacation, etc.)

- Pioneer Middle School **strongly discourages** students from taking extended absences during the school year. When students are absent from class **they lose valuable instructional time** and can fall behind in classwork.
- The **responsibility for** completion and submission of **all make up work** or other requirements **rests with the student**. Make-up work must be turned into teachers within **5 school days** of the absence.

**Student:** Step 1 – give this form to each of your teachers to fill out  
 Step 2 – give this form to your parent to sign  
 Step 3 – Return completed form with dates and signatures to Ms. Anderson in the attendance office **3 days prior** to absence.

**Teachers:** Please explain to the student the possible consequences that could result from this absence. **DO NOT** sign if you do not approve. Fill in the appropriate information and inform the student of what classwork he/she will miss, and the effect it will have on their grade.

**Parent:** After reading what the teachers have written, so you are aware of the consequences of the absence, please sign this form as well.

Period	Subject	Current Approx. Grade	Will Absence Effect Grade? Yes / No	Will Make-up Work Be Worth Full Credit? Yes / No	Comments	Teacher Signature
1						
2						
3						
4						
5						
6						

Parent Name (print please) \_\_\_\_\_ Signature \_\_\_\_\_

Parent Phone (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_