



Tappan Middle School

Pre-Planned Absence Application

This application should be filled out and submitted to the 1st Floor Office at least two days prior to the absence. This form is used whenever a student will be missing two or more days of school. After the form has been signed and recorded, a copy will be made and the original will be returned to the student.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Student Name _____

Grade _____

Dates of Absence _____

REASON FOR ABSENCE: _____

CLASS SCHEDULE/TEACHER ACKNOWLEDGEMENT: *Circle Appropriate Method*

HOUR	CLASS TITLE	MAKE-UP METHOD		COMMENTS	TEACHER INITIALS
		A	B		
1		A	B		
2		A	B		
3		A	B		
4		A	B		
5		A	B		
6		A	B		
7		A	B		

Each teacher must initial to acknowledge awareness of the absence.

The student, parent and teacher should discuss and agree on the Make-up Method to be used for making up work missed.

A = Teacher will furnish make-up work before the student leaves. Student agrees to complete the work during the Pre-Planned Absence and turn it in upon his/her/their return to school.

B = Student will seek make-up work after he/she/they return from the Pre-Planned Absence. The teacher will also allow sufficient time to complete it.

Parent/Guardian Signature _____

Administrator's Signature _____