

PLANNED ABSENCE (RHS use only)
FORM MUST BE COMPLETED AND TURNED IN AT LEAST 48 HOURS PRIOR TO THE ABSENCE

Student Name _____ Grade _____ Date _____

On the date(s) _____, I am planning _____ day(s) of absence from school because I will be participating in:

- ☐ college visit/
job shadowing
 ☐ field trip
includes extra-curricular
☐ vacation
*separate district form
also required*
☐ other (explain): _____

The location for the event is: _____

If a field trip or extra-curricular function, the teacher/coach/advisor is: _____

A parent is aware of and supports the absence and understands the guidelines as confirmed by their signature below:

Parent signature _____ Daytime phone _____

My teachers are aware of my pending absence as indicated by their notations below. I understand I am responsible for my school work, whatever the pre-determined arrangements are. I also understand that a collective summary of teacher recommendations may prompt the principal to deny the absence. Disapproval may not prevent participation in the activity/event, but understand that the absence may be unexcused.

If a partial absence, circle only the periods that apply

Pd	Class	Teacher	Recommendation	Comments
			Yes No	
			Yes No	
			Yes No	
			Yes No	
			Yes No	
			Yes No	
			Yes No	
			Yes No	

Principal _____ Not approved (unexcused absence)
 _____ Approved as excused absence

Verification (for college visit or job shadowing)

_____ was a visitor at _____

on _____. Signed, _____ Phone _____