



# Pre-Planned Absence Form ~ Middle School ~

Complete top portion of this form, including parent signature, prior to date of absence.  
Please return to front desk for administrative approval.  
See below for individual teacher expectations.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Dates Requested to be Absent \_\_\_\_\_ Number of School Days to be Missed \_\_\_\_\_

Description of Absence \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Front Desk Verification \_\_\_\_\_ Date \_\_\_\_\_

- **Middle school students should check in with each teacher a few days before their planned absence.**
- **They may need to take a test/quiz/lab during lunch or before/after school before the absence.**
- **Each day of the absence they are expected to check Canvas and complete all listed activities.**
- **If they have questions, they should email the teacher.**
- **Due dates will be reasonable and correspond with the length of absence. This is something teachers will discuss with the absent student.**