

Planned Absence Request Form

Name: _____ ID: _____ Date(s) of Absence: _____

Reason for Absence: _____

INSTRUCTIONS:

1. The student must present this form to his teachers.
2. The student's counselor reviews and signs the form.
3. Then, the student's parent must review and sign the form.
4. Finally, the student must return the form to the Dean's Office for approval at least one school day prior to the absence. Failure to complete this process may result in an unexcused absence with no make-up work allowed.

Period	Course	Grade	Absences (Max < 6)	Teacher Acknowledgement of Absence	Teacher Comments	Teacher Signature
1				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		
2				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		
3				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		
4				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		
5				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		
6				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		
7				☐ Acknowledged ☐ Acknowledged with reservations ☐ Acknowledged with strong reservations		

Parent or Guardian: After reviewing the completed form above, I fully understand the academic implications of taking my son out of school for the dates indicated. I understand that the absence will count toward his absence limit as defined in the *Student-Parent Handbook*.

Parent/Guardian Signature

Counselor Signature

Dean of Students Signature