Steps for a Planned Absence
1 – Parent Completes top of form
2 – Teachers sign off
3 – Student brings form to office
4 – Office keeps copy of form

O'Fallon CCSD No. 90
Amelia V. Carriel Junior High School
REQUEST FOR PLANNED ABSENCE

Section One – To be completed by the parent/guardian at least one (1) week prior to the date the absence will begin.

I would like to request approval for my child, _____, who is enrolled in the ___th Grade at Carriel JHS, to be absent from school for the following reason(s):

_____

This absence will be from _____ to _____ for a total of _____ school days.

I understand my child's responsibility for completing missed homework assignments. Any work given to the student in advance of the planned absence is due upon returning to school.
****I recognize that planned absence days count toward the 9-day limit when determining eligibility for special events or end-of-the-year field trips.**

_____ _____
Signature of Parent or Guardian Date

Section Two – Teachers are to complete this section and make a statement regarding the present academic status of the student and indicate the educational impact of the planned absence.

Hour/Subject	Teacher's Signature	Current Academic Status/Homework
1st /Cougar Connect		
2nd /		
3rd /		
4th /		
5th /		
6th /		
7th /		
8th /		
9th /		

Parent/Guardian must complete this section and return the completed form to the building Principal at least one (1) week before the scheduled absence begins. **Failure to do so will result in an unexcused absence and a zero on work missed during the absence.**