

Planned Absence Teacher Notification Form

Student Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

I am notifying my teachers that I will be absent on the above dates and acknowledge that I am responsible for all work that I miss and that the work is due on or before the due dates, unless agreed upon with my teacher in writing. I am asking my teachers to please sign this form recognizing that I spoke with you.

Teacher Signature

Date

Period 1: \_\_\_\_\_

\_\_\_\_\_

Period 2: \_\_\_\_\_

\_\_\_\_\_

Period 3: \_\_\_\_\_

\_\_\_\_\_

Period 4: \_\_\_\_\_

\_\_\_\_\_

Period 5: \_\_\_\_\_

\_\_\_\_\_

Period 6: \_\_\_\_\_

\_\_\_\_\_

Period 7: \_\_\_\_\_

\_\_\_\_\_

Period 8: \_\_\_\_\_

\_\_\_\_\_

Parent signature; \_\_\_\_\_

Student signature: \_\_\_\_\_

Please submit the completed form to Academic Affairs one week prior to the absence. The usual absence notification process must also occur. Be sure to submit the attendance Google form and parent note as normal.