Pre-Planned Absence Request Form

Students must return this form to the Building Secretary at least one week prior to the absence.

Student's Name _____ **Grade:** _____

Date(s) of Absence: _____

Reason for Absence: _____

State law places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for students to be out of school for any reason other than approved absences per Administrative guidelines.

- I understand that these dates are counted as absences and that my child is responsible for all assignments missed during the absence.
- The student is required to notify all teachers of the pending absence and request assignments in advance, understanding that not all assignments (including test, quizzes, and classroom instructions) can be provided in advance.
- A signature is required for all periods of the school day (except lunch) indicating that the teacher has been notified. Teachers will set the schedule for returning missed assignments. They may require some work be completed prior to the absence or the first day the student returns. Please make every effort to notify the office one week in advance of your absence to allow for planning by the teachers.
- Teachers should sign (and comment if desired) this form.

Teacher	Subject	Comment	Teacher's Initials

Failure to complete and return this form prior to the absence will result in the student's absences being documented as unexcused.

For college visit purposes:

Seniors are allowed 2 excused absences.
Juniors are allowed 2 excused absences.

_____

Parent Signature & Date

Approved ☐ Not Approved ☐

Conditional ☐ Notes

_____

Principal Signature & Date