

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 them.

Teacher Signature	Agree?		Date
Period 1: _____	Yes___	No___	_____
Period 2: _____	Yes___	No___	_____
Period 3: _____	Yes___	No___	_____
Period 4: _____	Yes___	No___	_____
Period 5: _____	Yes___	No___	_____
Period 6: _____	Yes___	No___	_____
Period 7: _____	Yes___	No___	_____
Period 8: _____	Yes___	No___	_____

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.