



PLANNED ABSENCE FORM

Name: _____ Student ID#: _____

Please Note: Students are not permitted to take a Planned Absence during classes the first week or the last two weeks of each semester, inclusive of final exams. Students out of school during these weeks may receive academic consequences.

This form must be returned to the Dean's Office one week prior to the first day of the Planned Absence, with all required information completed.

Any absence from school is considered a serious matter. It is the student's responsibility to keep abreast of course content and assignments. Any absence not initiated by the school is included in the computation of total absences for disenrollment purposes. See the Student Handbook.

Procedure: Complete the top portion, have your teachers acknowledge your absence, and meet with your counselor in person to review the form. Once completed and reviewed, obtain a parent/guardian signature and return the form to the **Dean's Office in Wade Academic Center**. A teacher's signature only acknowledges that the student will not be in class. Teachers retain discretion regarding credit or make-up work for an unexcused planned absence.

Date(s) of Absence: _____

Reason for Absence: _____

1st Teacher (signature): _____ 2nd Teacher (signature): _____

3rd Teacher(signature): _____ 4th Teacher (signature): _____

5th Teacher(signature): _____ 6th Teacher (signature): _____

7th Teacher(signature): _____ 8th Teacher (signature): _____

Counselor Signature: _____

Policy: Students and parent(s)/guardian(s) are strongly discouraged from using school days for absences other than medical or emergency reasons. Planned absences are classified as **excused** or **unexcused** at the discretion of the Dean's Office.

EXCUSED PLANNED ABSENCE	UNEXCUSED PLANNED ABSENCE
May include religious observances, school-approved educational opportunities, medical appointments that cannot reasonably be scheduled outside school hours, or other exceptional circumstances approved by the Dean's Office. Students remain responsible for completing required work.	Includes vacations, recreational travel, convenience travel, or other absences that could reasonably be scheduled outside the academic calendar. Credit or make-up work, including tests, quizzes, projects, and assignments, is at the discretion of each teacher.

Student Acknowledgement: By signing, the student acknowledges the Planned Absence policy and understands that the Dean's Office determines whether the absence is excused or unexcused. The student is responsible for communicating with teachers and completing required work according to the conditions of the absence.

Student Signature: _____

Parent(s)/Guardian(s) Print Name and Signature:

Print Name: _____ Signature: _____

Notes: _____

OFFICE USE ONLY

DEAN'S OFFICE DETERMINATION

☐ APPROVED, EXCUSED ☐ APPROVED, UNEXCUSED ☐ NOT APPROVED

Dean/Designee Signature: _____ **Date:** _____