

PRE-PLANNED ABSENCE FORM

If absence is deemed excused, a student will have 3 days to complete all missed work and tests. Excused absences still count toward the 8 days per quarter total allowable by state law. (Refer to Student Handbook).

Student Name: _____ Teacher: _____

Date: _____

Print Parent Name _____ Phone # _____ Parent Signature _____

Reason for Absence: _____

Date(s) of Absence: _____ to _____

FOR STAFF USE ONLY BELOW – TEACHERS COMPLETE AND SIGN THE FOLLOWING:

Teacher: _____ Date: _____ Subject: _____

Teacher: _____ Date: _____ Subject: _____

Teacher: _____ Date: _____ Subject: _____

Teacher: _____ Date: _____ Subject: _____

Teacher: _____ Date: _____ Subject: _____

Teacher: _____ Date: _____ Subject: _____

ALL WORK MUST BE MADE UP FROM ALL CLASSES INCLUDING ENRICHMENT OR A ZERO WILL BE ASSESSED

Reason(s) for Non-Approval:

Signature of Principal: _____ Date: _____