



Planned Absence Request Form

This form must be completed to excuse absences of 3 consecutive school days or more.

Student _____ Grade _____

Requested absence dates: _____

Reason for request: _____

If a student will miss school it is the responsibility of the parent/guardian and student to complete a "Planned Absence Request" form. This should be completed at least 2-3 days prior to the absence. Teachers will attempt to give students assignments prior to the planned absence but are not required to do so. In such cases the work will need to be made up after the absence. Lessons taught while the student is on a vacation will not be re-taught by the teacher during regular instructional hours. Per handbook policy, students have 2 days after an absence to make up work..

Period 1 Teacher Signature _____ Date _____

Period 2 Teacher Signature _____ Date _____

Period 3 Teacher Signature _____ Date _____

Period 4 Teacher Signature _____ Date _____

Period 5 Teacher Signature _____ Date _____

Period 6 Teacher Signature _____ Date _____

Period 7 Teacher Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Submit completed form to the High School Office prior to the absence.

Administrator Signature _____ Date _____

High School Office: _____ Date Received: _____