

7-12 Grades
PLANNED ABSENCE FORM
(One Day Only)

A Planned Absence Form must be completed and returned or request called in no later than 8:10 a.m. the morning of the absence. School administration will approve absence based on guidelines in the attendance policy. Students may make up work as for excused absences. See attendance policy for guidelines concerning planned absence approval.

Student no longer needs to check in at the office for a re-admit slip when returning to school with a planned absence.

_____ will not be in school on _____

because _____

Parent/Guardian Signature

Date

Approval Signature

Date

.....
Student must fill in who their period teachers are below:

Period 1 _____

Period 5 _____

Period 2 _____

Period 6 _____

Period 3 _____

Period 7 _____

Period 4 _____