

7-12 Grade  
PLANNED ABSENCE FORM  
(Absent 2 or more days)

A Planned Absence Form should be obtained in the office or school website and must be completed at least 48 hours before the absence. On a planned absence, work is due the day the student returns. If a test is scheduled during the planned absence, arrangements to take the test must be made before the trip or the test will be counted the same as an unexcused absence. 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 \_\_\_\_\_

I realize that my child will be missing school on the above mentioned date(s) and that any work assigned during the absence is due as outlined in the attendance policy. School administration will notify teachers of students absence and will deliver any homework the teacher assigns that may not be available on RenWeb. Homework will be delivered to student in their 7<sup>th</sup> period class the day prior to absence. If student does not have a 7<sup>th</sup> period or will not be in 7<sup>th</sup> period the day prior to the absence, the student will be responsible to come to the office and pick up assigned work. If assignments and homework are posted in RenWeb, teacher is not required to provide additional work.

\_\_\_\_\_  
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** \_\_\_\_\_