



Planned Absence Form

Date submitted: _____

My child(ren): Please print name(s)

will be absent on _____ (dates) for the reason stated

below:

illness or quarantine

treatment of medical conditions

attendance at a funeral service for a family member

family emergency

college visitation (juniors and seniors only)

inclement weather as to endanger the health of the student or make road roads impassable

transportation breakdown

administrative removal from school for suspensions or disciplinary actions

other _____

I understand as the parent (guardian), that my child(ren) must notify the teacher of his/her planned absences and gather assignments in his/her agenda before the date of the absence. If the planned absence is approved by the administrator as an "excused absence," the student must return to school with all missed assignments completed. In addition, if the student misses any quizzes or tests, the student must make up the quiz or test within two days upon their return to school. If the absence is not approved as an "excused absence," the student will not be permitted to make up assignments or tests.

Parent/Guardian Signature _____

Administrator's Signature _____

Excused _____ Unexcused _____

