



PLANNED ABSENCE FORM

Date: _____

A Planned Absence must meet the following criteria:

1. Students must be current in their school work, with no less than a 70 grade average
2. Must not have excessive absences or excessive discipline issues
3. Planned Absence forms must be turned in 5 days prior to the planned absence
4. School work is due upon return

Approval of a planned absence is not necessarily an excused absence. Absences will be coded excused/unexcused based on the nature of the absence. If the absence is academic, an enrichment activity, or based on need (family emergency) there is a greater likelihood of it being excused.

_____ will not be in school on _____

because _____.

Parent/Guardian Signature

Date

Approval Signature

Date

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Student must fill in who their period teachers are below:

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

Period 7: _____

Period 4: _____

Period 8: _____