

Planned Absence Form

Student Name _____

Student Grade _____

Teacher(s): _____

7th-12th grade students should have a form filled out by each teacher. Copies will be provided after the principal has signed the form.

Date(s) student will miss school: _____

Reason for absence:

Parent Name _____

Parent Signature _____

Principal Signature _____

Work to be completed while away (please indicate due dates for work and dates for make-up quizzes/tests). This section should be completed by each teacher and initialed.

I understand what work is required of me while I am away and how/when I will make-up any missed tests/quizzes/etc.

Student Signature _____

Please return this completed form to Mrs. Sexton so she can make a copy for your file.