

PLANNED ABSENCE

Date _____

StudentName: _____

will not be in school from Dates: _____ to _____

Reason for Absence: _____

<u>Teacher Approval</u>	(please initial)	<u>Class</u>	<u>Recommendations</u>
_____ 1.	_____	_____	_____
_____ 2.	_____	_____	_____
_____ 3.	_____	_____	_____
_____ 4.	_____	_____	_____
_____ 5.	_____	_____	_____
_____ 6.	_____	_____	_____
_____ 7.	_____	_____	_____
_____ 8.	_____	_____	_____

Parent Approval _____ Date _____

Office Approval / Date _____

Teacher Recommendations

1. The student must make up all assignments before he/she leaves.
2. The student must make up all assignments after he/she returns and before _____
Date
3. The student might be assigned additional work in lieu of the material covered in class on the days missed.
4. The work cannot be made up and an alternate assignment will be provided.
5. The student should not leave as his/her grade is low and an absence could prevent passing the class.

This completed form must be returned to the middle school office BEFORE leaving. Failure to do so will result in an unexcused absence.