



Middle and High School Request for Planned Absence

Student's Name _____ Grade _____

Today's Date _____ Date of Absence _____

Reason for Absence _____

Parent/Guardian's Signature _____

Attention Parent/Guardian:

If you plan to have your student miss school for more than one day, you must request approval for the planned absence. Administrative approval must be obtained at least two days in advance of the planned absence (communication with teachers does not take the place of Administrative approval). Failure to receive approval may result in the absence being unexcused. Unexcused absences will result in zeros for class participation and all assignments; tests missed due to unexcused absences may NOT be made up.

Attention Student:

To obtain planned approval, please have your parent or guardian complete the top portion of this form, ask teachers to list homework assignments below, and turn the completed form into the office for approval at least *two days prior* to the requested absence. The status of your request will be emailed directly to you and to your parent.

Class	Assignment	Teacher's Initials
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

** Homework and tests must be made up in a timely manner according to classroom guidelines. **

APPROVED DENIED

Administrative Approval Signature

Date

Notes: _____

ATTENDANCE LOGGED