



Date: _____

PLANNED ABSENCE FORM

A Planned Absence Form must be completed and returned or request called in no later than 8:10 a.m. the morning of the absence. School administration will consider the planned absence request based on guidelines in the attendance policy. If approved, students may follow the make up policy for excused absences. See attendance policy for guidelines concerning planned absence approval.

_____ will not be in school on _____

because _____

Parent/Guardian Signature

Date

Approval Signature

Date

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 _____