

Planned Absence Form

Present this form to the Middle School Office
at least TWO days prior to the planned absence.

STEP 1 - PLANNED ABSENCE DETAILS *Completed by a Parent*

This absence is planned and the student's academic arrangements are to be made prior to the absence. The student is responsible for all missed class work and assignments. Permission will be given for missed tests to be made up.

Student: _____

Date(s): _____

Reason: _____

Parent Signature: _____

STEP 2 - OFFICE APPROVAL *Completed by the Middle School Office.*

This form must be signed by the Middle School Office prior to receiving academic arrangements.

Middle School Office: _____

STEP 3 - ACADEMIC ARRANGEMENTS *Completed by Faculty only after Steps 1 and 2 are completed.*

SUBJECT	COMMENT	TEACHER'S INITIAL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____