

PLANNED ABSENCE

To faculty and administration:

I am writing to notify you that _____ will be absent from school on the following dates: _____

I will be absent for the following reasons:

Filling out this form means that make-up work is allowed, but the student will still be marked as absent. Reminder: 10 absent days or less per year are acceptable. Failure to make arrangements with student's teacher(s) prior to planned absence means the absence will be **unexcused** and may result in the loss of make up privilege.

The teachers' signatures listed below indicate that make-up work has been arranged.

Parent/Guardian Signature

Administrator

*The Administrator's signature is required BEFORE the teacher's signature.

PERIOD	SUBJECT	TEACHER SIGNATURE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

NOTE: Students should return this signed document to Administrative Assistant in the main office.