



Planned Absence Form

Middle/Upper School

Student Name _____ Grade _____ Teacher/Advisor _____

Date(s) Of Absence: From _____ **Return to School** _____
(Month/Date/Year) *(Month/Date/Year)*

REASON FOR ABSENCE:

- Family Vacation
- Medical
- Family Event
- Specify Other _____

Parent/Guardian Signature: _____ Date: _____

Important Notice to Students

Since you will be absent from school, it is your responsibility to inform each of your teachers as soon as possible and have them sign this sheet prior to the absence. If you **do not** follow these instructions, your teachers will have the option of giving you a zero for the days and work missed.

If you are missing any graded work (assignments, quizzes, tests, projects, etc.) while you are absent, your teacher may require that you complete and submit the work before you leave or shortly after you return. Please keep up with assignments on Teacherease.com.

When all of your teachers have signed, return to the Administration Office and have a copy made for you.

Advisor _____	English _____
Modern Language _____	Language Arts _____
History _____	Science _____
Math _____	Art _____
Elective _____	Music _____
Theater _____	Physical Ed _____
Health _____	Current Sports Coach _____

Faculty: *If you have any comments concerning the absence, please notify the Academic Dean.*