



PRE-PLANNED ABSENCE REQUEST FORM

When a student misses in-class discussion and collaborative learning experiences, it adversely affects their academic progress. Planning vacations and family trips during the school year is strongly discouraged, however, we understand in certain circumstances schoolyear trips cannot be avoided.

Students who already have excessive absences may not be granted excused, pre-planned absences.

This form and a Homework Request Form must be completed and submitted to the Principal at least five (5) school days prior to the absence. Failure to follow this procedure may result in the absence being considered unexcused and no credit given for work missed during the absence.

Student's Name _____ Grade _____

Dates of Planned Absence: _____

Reason for Absence: _____

To the best of my knowledge, the information above is correct. As the parent/guardian I assume full responsibility for this absence of the student named above.

- I understand planned absence requests will NOT be approved for days established for State testing.
- I understand it is the responsibility of the student and parent/guardian to communicate with the classroom teacher(s) to request makeup work and/or tests **prior** to the absence. The student will be responsible for obtaining notes, etc. as needed from students who attended class (if applicable).
- I understand that certain classroom activities such as films, guest speakers, labs and class discussions cannot be duplicated and may result in a lower achievement grade.
- I understand, all assignments made for the planned absence period of time must be completed and turned in the first day of the student's return to school and make-up tests must be taken within two (2) days upon the student's return to school.

Student Signature _____ Date _____

Parent Signature _____ Date _____

FORMS SUBMITTED AFTER THE ABSENCE WILL NOT BE ACCEPTED

OFFICE USE ONLY

Homework Request Form has been completed and submitted. _____ Yes _____ No

Date Received by Office: _____ (must be five (5) school days prior to absence)

Notes: _____

Has student received absence letters: _____ Yes _____ No

Absence is: _____ Excused _____ Unexcused

Principal/Administrator Signature: _____

HOMWORK REQUEST

Student's Name _____ Date _____

Received by _____ Time Received _____

Date(s) student will be out: _____

Teacher:

_____ Gilmore _____ Kelly _____ Brown

_____ Dickson _____ Hill _____ Crego

_____ Keith _____ Swan _____ Baker

_____ Fondriest _____ Lepley _____ Hayden

_____ Keller _____ Ellinger _____ Miller

_____ Love _____ Harrison _____ O'Bryan

Send to office by _____

Send work home with _____.

That student is in _____ class.

Assignments:

Math	
Language Arts	
Reading	
Science	
Social Studies	
Comments	