

**STEPS TO REPORT PLANNED ABSENCE:**

1. Student visits each teacher to report planned absence and obtain teacher acknowledgement by acquiring initials
2. Student and parent sign form
3. Form is turned in to the main office **(at least five days prior to planned absence)**
4. Form is filed in counseling office

TODAY'S DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

DATE(S) OF ABSENCE: \_\_\_\_\_ THROUGH \_\_\_\_\_ Total School Days Absent: \_\_\_\_\_

REASON FOR ABSENCE:  Medical  Family Trip  OTHER \_\_\_\_\_

A student must communicate directly with each teacher that an absence is planned. The student should fill in the course, teacher name, and their current grade and have teachers initial the form before a parent signs it.

COURSE	CURRENT GRADE	TEACHER NAME	TEACHER INITIALS
PERIOD 1:			
PERIOD 2:			
PERIOD 3:			
PERIOD 4:			
PERIOD 5:			
PERIOD 6:			
PERIOD 7:			

By signing below, it indicates that we understand, in accordance with school policy, that teachers are not expected or required to reteach material missed during planned absences. We also understand that students are responsible for contacting teachers to get the assignments that were missed and that students are allowed one day to make up homework or assessments for each day of absence up to five days. We understand that, as explained in the student handbook, a student who has missed **nine** or more classes (including excused and planned absences) in one course during a semester may be placed on Academic Restriction or Probation, may have their course grade lowered due to lack of class participation, or may be denied credit for the course.

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

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DEAN OF STUDENTS SIGNATURE: \_\_\_\_\_  excused  unexcused

ADMINISTRATIVE OFFICE:  Attendance Recorded in PowerSchool Date Recorded: \_\_\_\_\_