

Planned Absence Request Form

The student must present this form to his teachers, then getting his parent's signature, counselor signature (if this is a college visit) and returning it to the Dean's Office on the school day prior to the absence. Failure to complete this process may result in an unexcused absence with no make-up work allowed.

Name: _____ ID: _____ Date(s) of Absence: _____

Reason for Absence: _____

Period	Course	Grade	Absences (Max < 6)	Teacher Permission for Absence	Teacher Comments	Teacher Signature
1				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		
2				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		
3				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		
4				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		
5				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		
6				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		
7				<input type="checkbox"/> Approved <input type="checkbox"/> Approved with reservations <input type="checkbox"/> Not approved		

Parent or Guardian: After reviewing the above information, I fully understand the academic implications of taking my son out of school for the dates indicated. I understand that the absence will count toward his absence limit as defined in the *Student- Parent Handbook*.

Parent/Guardian Signature

Counselor Signature (required for a college visit)

Dean of Students Signature