

## Pre-Planned Absence Request

Please submit a minimum of 3 weeks prior to anticipated absence. The criteria used in determining approval will be nature of the circumstances, grades, the number of previous absences, and the timing of the absence as it relates to the curriculum. Students should return with make-up work completed. Parents must make arrangements to collect make-up work ahead of time. **Arrangements and timing for completion of any major assignments and/or tests due during the absence must be made with the teacher prior to the student's absence. In most cases the expectation will be to complete and turn in all work prior to the absence.**

Student's name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher(s) \_\_\_\_\_

Dates absent \_\_\_\_\_ Date submitted \_\_\_\_\_

Reason for requested absence \_\_\_\_\_

Parent's day phone # \_\_\_\_\_ Parent's signature \_\_\_\_\_

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**This portion to be completed by the office.**

Current academic status \_\_\_\_\_

Attendance (days missed to date) \_\_\_\_\_

Principal's signature \_\_\_\_\_

Stipulations: \_\_\_\_\_

\_\_\_\_\_

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