

TEACHER NOTIFICATION OF PLANNED ABSENCE

Present this form to your MIDDLE SCHOOL TEACHERS at least TWO days prior to the planned absence.

STEP 1 - PLANNED ABSENCE DETAILS *Completed by a Parent*

This absence is planned and the student's academic arrangements are to be made prior to the absence. The student is responsible for all missed class work and assignments. Permission will be given for missed tests to be made up.

Student: _____

Date(s): _____

Reason: _____

Parent Signature: _____

STEP 2 - *Please enter dates into SCHOOLPASS*

A signature is no longer required by the front office, but please note this form is for missed work only and no longer suffices as an excused absence notification. Please enter all absences into SCHOOLPASS.

STEP 3 - ACADEMIC ARRANGEMENTS *Completed by Faculty*

SUBJECT	COMMENT	TEACHER'S INITIAL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____