

PLANNED ABSENCE REPORT FORM

(Long Term Absence 3 or more days)

This form must be completed and signed by the Dean of Students 3 days in advance for a short term absence. Completing this form does not guarantee the absence will be excused.

_____ is requesting to miss class on _____.

(Student's Name)

(Date's)

The reason for the absence is _____ (**PARENT NOTE REQUIRED**)

1st Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____

2nd Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____

3rd Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____

4th Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____

5th Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____

6th Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____

7th Period: _____ Teacher's Signature: _____

Current Grade: _____ # of Absences: _____

Assignments/Tests to be completed: _____

Due Date: _____