

PLANNED ABSENCE REPORT FORM

(3 or more days)

This form must be completed and signed by the Dean of Students 7 days in advance.

Completing this form does not guarantee the absence will be excused



PARENT NOTE REQUIRED

USE THE REVERSE SIDE OF FORM

PRINT NAME: _____

DATES: _____

0 Hour: _____

Teacher's Signature: _____

1st Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

2nd Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

3rd Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

4th Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

5th Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

6th Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

7th Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____

8th Period: _____

Teacher's Signature: _____

Assignments/Tests to be completed: _____

Due Date: _____