



Permission Form for Planned Absences
(This is for students who plan to miss more than 2 days)

EXCUSED ABSENCES: Absences due to illness, appointments, family vacations or family emergencies. Any other situation will be dealt with on an individual basis and must be done so in advance.

Section 1: (Complete and turn into Front Office.)

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

Reason: _____

Section 2: Administrative Approval

Administrator's Signature: _____

Section 3: (Student must obtain the following information)

Period	Teacher	Assignments
1		
2		
3		
4		
5		
6		
7		
8		

Section 4: Parent's Final Approval (After reviewing the student's assignments, please sign and return to the front office. A copy will be made and this form will be returned to you.)

****Any student missing a class more than 15 times
a semester may lose credit for that semester****

Parent Signature: _____ Date: _____