

PLANNED ABSENCE FORM

_____ will be out of school on _____
Date(s)

for the following non-school related purpose: _____

Please initial below to indicate that he or she has seen you and has made arrangements to complete their work over this time period. Thank you.

(Signature of Principal/Assistant Principal)

<u>Period</u>	<u>Class</u>	<u>Teacher's Initials</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

PARENTAL PERMISSION

I hereby give permission for _____ to miss school for the above mentioned reason and time period. It is also understood that all work is to be completed and turned in to the teacher upon return from the absence, unless other arrangements have been made with the teacher.

(Parent/Guardian)