

## PLANNED ABSENCE REQUEST FORM

**Step 1. Read the following:**

This completed form should be turned into the Division Lead five school days in advance of the absence. Generally, excused absences are reserved for college visits, special family events, and medical appointments that cannot be scheduled after school. The Division Lead decides on a case by case basis whether or not the absence is excused or unexcused. All assignments should be obtained before the absence if the absence when possible. Academic work does not receive credit if the absence is unexcused.

**Step 2. Fill out this section.**

Name: \_\_\_\_\_ Date(s) of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_

**Step 3. Obtain Division Lead Approval and Signature.**

This absence is \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

\_\_\_\_\_  
Division Lead Signature Date

**Step 4. Please take this form to each teacher for his/her signature.**

**TEACHERS and ADVISOR:** *Please note the dates this student will be absent and whether this absence is excused or unexcused. Academic work does not receive credit if the absence is unexcused. Please initial to indicate you have noted the absence and have discussed with the student his/her academic obligations.*

_____ A	_____ E	_____ Advisor
_____ B	_____ F	
_____ C	_____ G	
_____ D	_____ H	

**Step 5. FINAL STEP: Please give this form to your Division Lead**

**PARENT and STUDENT SIGNATURES REQUIRED:** *Please sign below acknowledging that you understand all conditions and consequences of your absence.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_