

Planned Absence Form

_____ will be absent _____,
(Student Name) (Day of the week)

_____ to attend _____,
(Month, Date) (Function/Event)

sponsored by _____.
(Organization/Teacher)

Please sign in your class period that this student has checked for his/her assignments for the day(s) to be missed.

1st period _____

2nd period _____

3rd period _____

4th period _____

5th period _____

6th period _____

7th period _____

8th period _____

This form is necessary if a student is to miss all or part of the regular school day. It must be signed by all the student's teachers and returned to the sponsor of the trip before the student will be allowed to go.