



Planned Absence Form

Students must submit this form to teachers at least one week prior to departure.
The signed form must be returned to the Dean of Students one school day before departure.

TO BE COMPLETED BY THE STUDENT

Name _____ Grade _____

Dates of Absence _____

Reason for Absence

TO BE FILLED OUT BY TEACHERS (assignments may be provided up to the day prior to the departure of the student)

	Teacher Name	Class	Assignments/Comments
M1			
M2			
M3			
M4			
G1			
G2			
G3			

TO BE COMPLETED BY STUDENT AND PARENT/GUARDIAN

The signatures here acknowledge that the student and parent/guardian have read and understand all information provided by teachers. Any work assigned is expected to be submitted the day the student returns to school.

Parent/Guardian Signature

Date

Student Signature

Date