

PRE-PLAN ABSENCE FORM

Appointments and other non-school functions should be scheduled outside of the school day whenever possible. When it is known in advance that a student will be missing school he/she must complete this form **at least 24 hours prior to the absence.**

To obtain an approved Pre-Plan Absence the following steps must be completed **in the outlined order:**

Step 1 Completed by Student

Student's Name _____
Pre-planned Absent Date (s) _____ Periods _____
Reason for Absence _____

Step 2 The student lists his/her class schedule and asks teachers for their approval and assignments.

<u>Period</u>	<u>Subject/Teacher Name</u>	<u>Present Grade</u>	<u>Teacher Signature</u>	<u>Teacher: List work/assignments to be completed</u>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
TREK	_____	_____	_____	_____

Step 3: Secure parent/guardian signature **after teachers have signed.**

Parent/Guardian Signature

Step 4: Return form to the Principal for approval.

Principal's Approval

Step 5: Take this form to the main office for filing