

MIDDLE SCHOOL PLANNED ABSENCE FORM

Name of Student _____ Grade _____

Planned Absences include educational family trips, extracurricular practices or performances, and **unavoidable** medical and dental appointments. Please submit requests in writing prior to absence. Students are responsible for getting assignments in advance and for completing the work missed during the absence in a timely fashion. It is incumbent on the family, not the teachers, to provide help/support in making up the missed academic obligations. Failure to follow these requirements and submit the form below will result in an "unexcused absence," for which there are academic and disciplinary penalties.

Planned absences should not exceed six days per semester.

Date of Request: _____

List Dates of Absence: _____ Total # of School Days Missed: _____

Educational Justification/Reason for Absence: _____

Signature of Parents or Guardians: _____

Signatures of teachers who have been informed of the proposed absence and will provide assignments:

Subject	Teacher	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approval of Head of Middle School: _____

Must be completely filled out and returned to MS Office prior to absence.