

## Planned Absence Request Form

*The student must present this form to his teachers, then getting his parent's signature, counselor signature (if this is a college visit) and returning it to the Dean's Office on the school day prior to the absence. Failure to complete this process may result in an unexcused absence with no make-up work allowed.*

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Period	Course	Grade	Absences (Max < 6)	Teacher Acknowledgement of Absence	Teacher Comments	Teacher Signature
1				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		
2				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		
3				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		
4				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		
5				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		
6				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		
7				<input type="checkbox"/> Acknowledged <input type="checkbox"/> Acknowledged with reservations <input type="checkbox"/> Acknowledged with strong reservations		

**Parent or Guardian: After reviewing the completed form above, I fully understand the academic implications of taking my son out of school for the dates indicated. I understand that the absence will count toward his absence limit as defined in the *Student-Parent Handbook*.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Counselor Signature (required for a college visit)

\_\_\_\_\_  
Dean of Students Signature