

Middle School Planned Absence Form

Name: _____ Grade _____

Date(s) of Planned Absence: _____ to _____

Reason for Absence: _____

Please take this form to the teachers of the classes you will miss during your absence. Each teacher will initial and comment on the arrangements you should make for doing the work you will miss. Any concerns about missing class will be noted, so your advisor and parents will be informed about any risks involved in your absence.

English Comments/Concerns Teacher Initials

Math Comments/Concerns Teacher Initials

Social St Comments/Concerns Teacher Initials

Science Comments/Concerns Teacher Initials

World Lang Comments/Concerns Teacher Initials

PE Comments/Concerns Teacher Initials

Music/Choir Comments/Concerns Teacher Initials

Art/Drama Comments/Concerns Teacher Initials

Health/Sem Comments/Concerns Teacher Initials

Orch/Band Comments/Concerns Teacher Initials

Once your teachers have completed this from, ask for signatures from your parent/guardians and advisor so they are aware of any concerns and expectations. Bring this signed and completed form to the middle school office where a copy will be made and the dean's signature will verify that your absence is excused.

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Parent Signature

Advisor Signature

Dean Signature