

Planned Absence
Severance Middle School

Student's Name _____ Grade _____

Date(s) of Expected Absence _____

Reason for absence _____

Parent's signature _____ Date _____

Teachers - Please specify work to be completed before or after scheduled absence.

<u>Class</u>	<u>Assignment</u>	<u>Due Date</u>	<u>Teacher's Initials</u>
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
4.	_____	_____	_____
	_____	_____	_____
5.	_____	_____	_____
	_____	_____	_____
6.	_____	_____	_____
	_____	_____	_____
7.	_____	_____	_____
	_____	_____	_____

Principal will give approval after the teachers have completed this form.

Principal

Date

This form shall be used when a student expects to be absent from school because of unavoidable conditions. The absence will be excused only if the form is signed by each teacher and approved by parent and principal. Parent approval may be in form of a phone call or note.