

Pre-Planned Absence Form for _____

- Give your written note to the office indicating your leave and duration.
- Use this sheet to keep track of teachers you've notified of your absence.
- Obtain signatures from all teachers before the end of the day on your last day before leave.
- Check out with the office for a copy of this form, office will keep a copy as well.
- Complete required homework while you are gone.

Dates of absence: _____ through _____

Class	Teacher Signature	Directions for Absence
<i>Ex) Language Arts</i>	<i>Mrs. Plemon</i>	<i>Look on Edmodo/Google Classroom for detailed homework directions. Read 30+ minutes each day and complete two notebook entries.</i>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

Homework, classwork, and tests not completed within two days of your return will be marked late.