



# Tri-Valley HS Planned Absence & College Visit Form

The school calendar has vacation periods established at regular intervals during the year. Those intervals should be adequate to meet the students' and/or parent/guardians needs. However, if parent/guardian or student needs are such that the student must be absent from school, they must make arrangements for such absences in advance. All make-up work for those absences is the responsibility of the student and/or the parent/guardian to arrange. The following may be types of anticipated absences that may be approved if proper procedures are followed: family vacations, college days, special religious events, school business, and court appearance.

Follow these steps for an approved Planned Absence:

1. A parent/guardian **must** complete their portion of this form.
2. Student must have all teachers sign this Planned Absence Form. The completed form must be returned to the office **at least two school days prior** to the first day of absence. **College visits and court appearances need confirmation returned to the office on first day back to school.**
3. Prior to the absence, the student must make arrangements with the teacher for all work missed.
4. Unless otherwise arranged with the teacher in advance, all work is due the day that a student returns from a planned absence.
5. If all of the steps are followed, the days will be counted as excused. If not, all missed days will be counted as unexcused absences.

My child, \_\_\_\_\_ has my permission to be excused from class  
(Please print)

from \_\_\_\_\_ to \_\_\_\_\_ for the following reason:  
(First date of absence) (Last date of absence)

\_\_\_\_\_.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Parent/Guardian signature)

<u>Name of Class</u>	<u>Period</u>	<u>Teacher Signature</u>
_____	(1)	_____
_____	(2)	_____
_____	(3)	_____
_____	(4)	_____
_____	(5)	_____
_____	(6)	_____
_____	(7)	_____
_____	(8)	_____
_____	(9)	_____