

Pre-Planned Absence Form

Athens Middle/High School

Absence Outside-of-School Request by Parent

Note: A parent may excuse a student up to 10 days during the school year for any reason. However, this includes sick days, ortho, dental, and doctor appointments.

Student Name _____

Requested Day(s) to be Absent _____

For the Purpose of _____
(i.e. family trip, college visit, vacation, surgery, family event, hunting)

Class	Period	Teacher Signature	CURRENT GRADE	Assigned Work
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			

Parent Signature _____

Upon approval by the main office, the student will be marked "Absent-Excused".

Please return this form to the office when complete for attendance recording.