

REQUEST FOR STUDENT'S PLANNED ABSENCE

A student's planned absence from school must have the approval of the principal or assistant principal five days prior to the absence. This completed form must be submitted to the principal's office five days prior to all planned absences including educational trips.

Dates of Absence:

Student's Name & Grade:

Reason for Absence (include educational trip details here):

Will your student have access to a computer while on the educational trip? Yes or No

Will your student have access to the Internet while on their educational trip? Yes or No

Date Submitted: _____

Parent's Signature: _____

Date Approved: _____

Administrator's Signature: _____

Please note: This form is to be used for all planned absence(s)/educational trip(s) and will count toward the student's 10 allowable excused absence. If this absence is less than 3 school days, the student is responsible to collect class work that will be missed during the absence. If the absence is 3 days or longer, the request will be forwarded to the Guidance Department. The Guidance Department will issue a request for academic work to the student's teachers. The student will be responsible to pick up the work in the Guidance Office prior to his/her departure, complete the work that will be missed during the absence, and return the work on the day the student returns to school. In order to be given credit for work missed, all class work that has been assigned is to be completed. The student is responsible for scheduling and making up all tests and quizzes upon his/her return. If you have any questions regarding this process, please visit our handbook located on the middle school webpage or contact the Guidance Department at 610-791-0830 x3530.