NOTICE OF PLANNED ABSENCE

My child ________________________________, will be absent from his/her classes from ___________________________ (date) through ___________________________ (date)

❑ all day OR, if only part of a day, enter time: from _________________ to _________________

Grade ______ Lower Campus Only: Teacher __________________

The purpose of this absence is ❑ Bereavement ❑ College Visit ❑ DMV ❑ Sports Competition ❑ Family Vacation ❑ Other (please explain) ___________________________ 

_________________________________________________________

_________________________________________________________

Parent/Guardian Signature Date of Notice

Parent/Guardian email address

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

DAYS 1 2 3 4 5  Juniors/Seniors Only: College Visits 1 2

PERIODS 1 2 3 4 5 6 7 8

❑ This absence is excused. For middle and high school students: Projects, papers, etc. assigned more than a week in advance of the absence are expected to be submitted on time (electronically) if due during the absence. Students should discuss their absence with their teacher prior to missing class and make arrangements to complete all missed assignments.

❑ This absence has exceeded the permitted number of planned absences and is unexcused. Students will be required to make up all missed assignments including tests at the teacher’s convenience. Work missed due to an unexcused absence may result in a reduction in grade for all work completed and turned in as scheduled.

_________________________________________________________

Administrator’s Signature Date