

Signature School

Planned Absence Form

Signature School recognizes the value of learning experiences outside of the classroom. Students must communicate with their teachers well in advance of their absence and schedule times to make up all missed work. Failure to do so may result in the student receiving no credit for missed assignments, labs, quizzes, or tests.

Please complete this Planned Absence Form and submit to Mrs. Hitchcock a week prior to any such opportunity. All planned absences with less than a week's notice must be cleared by Mrs. Hitchcock. Failure to complete this form in advance will result in the absence being considered unexcused. Please note that completing the Planned Absence Form does not guarantee an excused absence.

Student's Name: _____ Grade: _____

Date(s) of Planned Absence: _____

Reason for Absence: _____

Educational Objective: _____

Period	Class	Teachers' Initials	Work Satisfactory	Recommend to go?
1			YES NO	YES NO
2			YES NO	YES NO
3			YES NO	YES NO
4			YES NO	YES NO
5			YES NO	YES NO
6			YES NO	YES NO
7			YES NO	YES NO
8			YES NO	YES NO

I understand that my child will be absent from school on the requested day(s) and is doing so with my permission.

Parent's/Guardian's Signature: _____ Date _____