

Signature School

Planned Absence Form

Signature School recognizes the value of learning experiences outside the classroom. **Well in advance, students must get prior approval from Mrs. Hitchcock*, and they should complete this first step at the earliest possible time.** Students then communicate with their teachers 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 turn in to the office at least **one week prior** to any such opportunity. 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.

Signature of Mrs. Hitchcock* _____ Date _____ <i>*Mrs. Hitchcock must sign before students present the planned absence form to their teachers.</i>	Executive Director comments (if applicable):
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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: _____