

MIDDLE SCHOOL STUDENT PLANNED ABSENCE NOTICE

This form is required for any planned absence of one day or longer. The top portion of the form should be filled out (including parent signature) before teachers are notified you will be gone. Teachers of **all** classes, including PE and Arts should sign the form, which should be completed and returned to the MS Office **no less than three days** before the planned absence. A copy of this form will be kept in the office.

Today's Date: _____

Student's Name: _____

Dear Paul,

I plan to be gone on the following date(s): _____ to _____

for _____.

where

purpose

STUDENT RESPONSIBILITIES

I understand that:

- I must successfully complete missed work in a timely fashion (to be determined with my teacher).
- I must arrange for teacher check-ins when I return.
- missed class time and a large part of the learning experience cannot be made up, but I am responsible for all of the work on subsequent tests and quizzes.

Parent signature _____

Student signature _____

I have notified each of my teachers and arranged for assignments.

Period/Course	Assignments	Teacher Signature
ENGLISH		
PE		
LANGUAGE		
MATH		
HISTORY / S. S.		
SCIENCE		
ARTS		