

PLANNED ABSENCE NOTIFICATION

Form to be completed and turned in to US office at least five (5) days before absence.
 Advisor signs **before** and **after** classroom teachers, then student submits to US office.

Student completes this section BEFORE giving to teachers to sign.

Date	Student Name	Advisor
Reason for absence		
Absence from date	to date	# of school days missed
Circle dates missed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		

Courses	# of blocks missed	Teacher approval signature	Concerns/Notes	Date
C&C Advisor Signature 1		Yes/No		
Arts		Yes/No		
Computer		Yes/No		
English		Yes/No		
History		Yes/No		
Math		Yes/No		
Modern Language		Yes/No		
PE/Health		Yes/No		
Science		Yes/No		
Other		Yes/No		
C&C Advisor Signature 2		Yes/No		
Turn in to Office				

NOTE: If any teacher marks "NO" please take form directly to Brandon Woods

Additional notes/requirements during your absence:

Course	Assignment