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	#Blocks Missed	Teacher signature – list assignments below	Date
C&C Advisor			
Arts			
Computer			
English			
History			
Math			
Modern Language			
PE/Health			
Science			
Other			
C&C Advisor			
US Office			

Requirements from teachers during your absence:

Course	Assignment