

PRE-PLANNED ABSENCE FORM

The securing and execution of this form is the responsibility of the student.

Grade:	Student:	Today's Date:
Date(s) of Absence From:		To:
<input type="checkbox"/> All Day Absence (List Total # of School Days):		<input type="checkbox"/> Partial Day Absence From: To:

Make-up homework and tests are the responsibility of the student. Students are expected to complete all work and tests. **Unless noted otherwise by the teacher**, students are allowed the total “number of school days absent plus one additional school day” to make up their work. Examples: Two days absent = three school days to make up work. Five school days absent = six school days to make up work.

Parent Signature:	Student Signature:
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[Check One]:

Parent written request. **Ten total parent days allowed by state law per school year.** Examples include: sporting events, college visits, family vacations, driver’s licensing, personal business, senior pictures, agriculture events: shows/expo/4-H, job shadows not required for VHS classroom grade, unapproved college class conflicts, transportation issues, unapproved emergency, or, if no reason is stated by parent. Reason for Absence (optional): _____.

Medical related absence. Up to five undocumented excused days allowed each semester to be used for illness, medical appointment, court/legal, approved emergency, pre-approved personal educational day, or weather/road conditions. Reason for Absence Required: _____.

School-related request. You are representing Valders High School as a participant and not attending an event as an individual and/or this is a **class required** educational event.
 Name & Place of Event: _____.
 Educational Purpose for attendance: _____.
 Valders staff person making arrangements for or asking you to represent Valders or requiring this activity for classroom grade: _____ (Staff Signature Required).

- ▶ Student Service signature/pre-notification must be given if absence is to exceed five school days.
- ▶ **Teacher signature/pre-notification must be given if:**
 - (1) this is a field trip/school related absence, or
 - (2) the number of days absent is more than one school day.

Period 1:	Period 5:
Period 2:	Period 6:
Period 3:	Period 7:
Period 4:	Period 8:
Student Services:	Office Notification:
Teacher Comment (if any):	