

**MENWITH HILL ELEMENTARY/HIGH SCHOOL  
PSC 45 UNIT 8435  
APO AE 09468  
01423-777-778**

**PLANNED ABSENCE FORM**

**SUBJECT:** Planned absence of a pupil during school time **when absent 3 or more school days.**

- The student needs to notify the teachers prior to the absence (one school day in advance for each day of absence) to get the make-up material, when applicable.
- If absent less than 3 days a note from the parent(s) is to be presented to all teachers for approval and to obtain homework. The student should also provide a copy of that note to the attendance clerk.

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**LAST DAY IN SCHOOL:** \_\_\_\_\_ **DAY OF RETURN:** \_\_\_\_\_

**REASON:** \_\_\_\_\_

*The purpose of this form is to advise the teachers of a planned absence requiring make-up work. It allows the teachers the opportunity to comment on the effect this absence may have on the student's learning, grades and assignments.*

<b>SUBJECT</b>	<b>TEACHERS SIGNATURE</b>	<b>COMMENTS</b>
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Principal or Designated Staff Member Signature \_\_\_\_\_

*Students obtain for, sign it, and have the parent(s) complete it with signature. The student will present this form to the principal or designated staff member for signature. Promptly present it to the teachers for their input. Return the completed form to the principal or designated staff member to file.*