

Wall High School Planned Absence Form

Name of Student: _____ Date(s) of Absence: _____

Reason for Absence: _____

Planned absences are those absences outside of illness, doctor and dentist appointments, death within family or extracurricular absences. This includes such absences as "Take Our Daughter to Work Day", or trips out of state or any other similar planned absence of which you have prior knowledge. A planned absence must be approved by the principal at least **5 school days prior** to the planned absence. The principal will inform the student that all work in classes must be completed prior to the beginning of the planned absence(s). Prior completion of tests or lab assignments will be left up to the individual teacher. After receiving approval from the principal, the student should notify his/her teachers immediately. If a teacher does not receive notice within 5 days prior to departure, the teacher may deny the student the privilege of making up the work. Failure to comply with the planned absence policy may result in an unexcused absence for the days missed and a grade of zero for all work assigned and turned in for that day. Absences that are not planned may be considered an unexcused absence which will result in a zero for all work turned in and assigned for that day. An unexcused absence will also result in a non-exempt detention.

I have read and understand the planned absence policy above.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____