

Entiat Middle & High School

Planned Absence Form

Release from School

Student _____
Today's Date _____ Date(s) of Absences _____
Reason for Absence _____

We have read the instructions on the back of this form and will comply with the rules related to a planned absence.

Parent/Guardian Signature

Date

Student Signature

Date

Teachers please initial and write down all work he/she will miss or if other arrangements have been made please indicate in the "Assignment" column. Please indicate if student is passing.

	Class	Teacher Initial	Assignment	Passing
1				<input type="checkbox"/> Yes <input type="checkbox"/> No
2				<input type="checkbox"/> Yes <input type="checkbox"/> No
3				<input type="checkbox"/> Yes <input type="checkbox"/> No
4				<input type="checkbox"/> Yes <input type="checkbox"/> No
5				<input type="checkbox"/> Yes <input type="checkbox"/> No

Principal Signature

Date

- Approved
- Not Approved

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The Planned Absence

Please be sure to give as much notification as possible for a planned absence. Two weeks before the absence is preferred if not more. Three days is the minimum advanced notice. The following sequence of steps should be taken if a student is to have a planned absence:

1. Determine that a need for a planned absence will exist.
2. Pick up a Planned Absence Form from the Middle/High School office
3. Take form home for parent or guardian signature.
4. Take form around to all teachers and retrieve as many assignments as possible for duration of absence or make arrangements to make up when you return.
5. After the form is complete, bring the form to the Middle/High School office for final approval. After final approval, a copy will be given back to the student, and the original will be filed in the office.

In addition to the above steps the following rules apply to the Planned Absence:

1. Failure to comply with the parameters of the Planned Absence may result in an unexcused absence with make-up time required.
2. Abuse of the Planned Absence may warrant an unexcused absence and associated action.