

BIG WALNUT

LOCAL SCHOOL DISTRICT

PRE-PLANNED ABSENCE REQUEST FORM

This form is to be completed by the student, his/her parent and the classroom teacher(s). It must be returned to the school office at least 2 (two) days prior to a pre-planned absence. All work that is assigned in advance is due the first day the student returns unless other arrangements have been made. Work not completed on time will result in an "F" on those assignments. This form must be completed as follows:

1. A pre-planned absence form is obtained from the school office and must be returned to the school office at least 2 (two) days prior to a pre-planned absence.
2. The student/parent completes the form and signs it.
3. The student brings the form back to school and gives it to the teacher. If at all possible and practical, work will be assigned. If not, students must complete work upon return within 1 (one) week. A teacher signature is also required for each class.
4. The student brings the completed form to the school office where it will be kept on file. If this procedure is followed correctly, this form will count as a parental note for an excused absence.

STUDENT'S NAME: _____ GRADE: _____

REQUESTED DATES OF ABSENCE: _____

PURPOSE OF ABSENCE: _____

STUDENT'S SIGNATURE: _____

PARENT'S SIGNATURE: _____

BUILDING PRINCIPAL'S (or Designee's) SIGNATURE: _____

<u>SUBJECT</u>	<u>ASSIGNED WORK</u>	<u>TEACHER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

****NOTICE TO HIGH SCHOOL STUDENTS: PRIOR TO SUBMITTING THIS FORM, PLEASE REFER TO THE STUDENT HANDBOOK (page 36) REGARDING THE FOUR (4) DAY POLICY****