

MANN MIDDLE SCHOOL PLANNED ABSENCE WORK REQUEST

This form needs to be filled out and signed by all teachers at least three (3) days prior to leaving.

*Parent signature is required.*

*This form must be returned to the attendance desk for approval by an administrator before you leave.*

STUDENT NAME: \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

DATES OF PLANNED ABSENCE: FROM \_\_\_\_\_ TO \_\_\_\_\_

TOTAL NUMBER OF SCHOOL DAYS TO BE MISSED: \_\_\_\_\_

PURPOSE OF LEAVE \_\_\_\_\_

PER	SUBJECT	ASSIGNMENTS	TEACHER'S SIGNATURE
1			
2			
3			
4			
5			
6			

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
RON BANNER PRINCIPAL

Missing class instructional time will impact the student's learning and may cause grades to be lowered. It is understood that the above –named student will make-up all work missed within a reasonable time after the absence. When possible students may also be given the homework they will miss while absent and turn it in on the day of their return. Once the student has all teachers sign this form they need to turn it in to the Attendance Office prior to leaving. Planned absences are allowed once per year unless there are extraordinary circumstances approved by the principal.