

OZAUKEE MIDDLE SCHOOL

PRE-PLANNED ABSENCE NOTIFICATION

Student: _____

Grade: _____

Today's date: _____

Where circumstances require that a student miss school for a pre-planned absence, the parent/guardian must notify the school 48 hours prior to the absence by completing this form. Parents/guardians should understand that such absence(s) could affect the student's academic progress.

Please print legibly:

I request that _____

Be excused from attendance at school on the following date(s) and for the following reason(s). Please be specific.

Date(s) Reason(s)

_____	_____
_____	_____
_____	_____
_____	_____

► THIS FORM IS TO BE SUBMITTED TO THE SCHOOL OFFICE ◀

NO LATER THAN 48 HOURS PRIOR TO THE ABSENCE

Parent/guardian signature

Administrative approval

OZAUKEE MIDDLE SCHOOL
******PRE-PLANNED ABSENCE FORM******

INSTRUCTIONS: Present this form to your teachers for your assignment(s).

TEACHERS: Please indicate the assignments that should be completed for this advanced absence.

Dates of Absence(s): _____

Period 1 – Assignment _____

Teacher Initials _____

Period 2 – Assignment _____

Teacher Initials _____

Period 3 – Assignment _____

Teachers Initials _____

Period 4 – Assignment _____

Teachers Initials _____

Period 5 – Assignment _____

Teachers Initials _____

Period 6 – Assignment _____

Teachers Initials _____

Period 7 – Assignment _____

Teachers Initials _____

Period 8 – Assignment _____

Teachers Initials _____