

PARDEEVILLE MIDDLE SCHOOL
Pre-Planned Absence Form

A pre-planned absence is defined as a previously arranged and approved absence from school for a specific purpose during a specific time period. When approved, a pre-planned absence is considered an excused absence.

Parental/guardian signature serves to indicate approval and school release of all student welfare liability.

It is the student's responsibility to obtain all assignments in advance of the absence.

All course instructors initial this form and supply current approximate grade average.

The completed form must be returned to the office a minimum of three days prior to the pre-plan absence.

Student Name

Specific Dates of Absence

Purpose of Absence

Chaperone's Name

<u>Hour</u>	<u>Teacher</u>	<u>Grade</u>	<u>Comments/Grades</u>
1st	_____	_____	_____
2nd	_____	_____	_____
3rd	_____	_____	_____
4th	_____	_____	_____
5th	_____	_____	_____
6th	_____	_____	_____
7th	_____	_____	_____
8th	_____	_____	_____

Parent/Guardian Signature

To be completed by the office:

Date issued: _____

Principals' Signature

Approved

Disapproved