

EVERGREEN LUTHERAN HIGH SCHOOL: PRE-PLAN ABSENCE FORM

_____ requests to be excused from school on _____.

Student's name _____

date(s) _____

Hour(s) missed: 1 2 3 4 5 6 7 8

PLEASE EXPLAIN THE REASON YOU PLAN TO MISS CLASS:

STUDENT INITIALS (student, initial the blanks as you agree):

- ✓ "My class work is in good order." _____
- ✓ "I will complete all assigned work. Incomplete work can result in a 0% and/or a detention." _____
- ✓ "I understand that all assignments are due upon the day of my return." _____

Student: (initial above first) _____ (signature) _____

PARENT INITIALS (parent, initial the blanks as you agree):

- ✓ "This reason is important enough that my child needs to miss class." _____
- ✓ "Personal time, outside of school hours, is not available for this event." _____

Parent/Guardian: (initial above first) _____ (signature) _____

This form must be completed at least 24 hours prior to the absence and the student must sign out of school at the office before leaving during the day.

Student Name: _____

Hour	Subject	Assignment	Teacher Initials	Teacher Notes:
1				
2				
3				
4				
5				
6				
7				
8				

Office use only: Date and time received: _____