

PICKERINGTON LOCAL SCHOOL DISTRICT

PRE-PLANNED ABSENCE FORM

Junior High / High School

Date Submitted: _____

Student Name _____

Grade _____

Building _____

will be absent from school from: _____ to: _____

The reason for this request is:

Vacation

College Visit

Other:

Name of College: _____

Please explain: _____

- I understand that these dates are counted as absences and that my child is responsible for all assignments missed during the absence.
- The student is required to notify all teachers of the pending absence and request assignments in advance, understanding that not all assignments (including test, quizzes, and classroom instructions) can be provided in advance. A signature is required for all periods of the school day (except lunch) indicating that the teacher has been notified.
- Teachers will set the schedule for returning missed assignments. They may require some work be completed prior to the absence or the first day the student returns. Please make every effort to notify the office 5 days in advance of your absence to allow for planning by the teachers.

Parent Signature _____

Contact Number _____

The completed form MUST be returned to the Attendance Office for final approval before leaving.

Period	Class / Teacher	Teacher Signature/Initials

Administrator's Signature _____

Date _____

For questions in regards to attendance, please refer to
Board Policy JED: Student Absences and Excuses.