

# PICKERINGTON LOCAL SCHOOL DISTRICT

## PRE-PLANNED ABSENCE FORM

Middle School

Date Submitted: \_\_\_\_\_

Student Name

Grade

Building

will be absent from school from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

- 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 returned 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

Class / Teacher	Teacher Signature/Initials
Math	
Science	
Social Studies	
Language Arts	
GIT	

Administrator's Signature

Date

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

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