

# PICKERINGTON LOCAL SCHOOL DISTRICT

## PRE-PLANNED ABSENCE FORM

Junior High / High School

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

\_\_\_\_\_

Student Name	Grade	Building
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will be absent from school from: \_\_\_\_\_ to: \_\_\_\_\_

The reason for this request is:

<input type="checkbox"/>	Vacation	Name of College: _____
<input type="checkbox"/>	College Visit	Please explain: _____
<input type="checkbox"/>	Other:	_____
		_____

- 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
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**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
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