

**PREPLANNED  
ABSENCE FORM**

**For Use:** Students

**Division:** HS

**Last Update:** 09/16/2011

**Category:**

**Purpose:** This form is to be used when students are requesting a planned absence from school.

Student: \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Date of Absence: \_\_\_\_\_

Reason of Absence: \_\_\_\_\_

**\*SEE PRINCIPAL OR ASSISTANT PRINCIPAL FIRST\***

Principal or Assistant Principal's signature is not required for School Sponsored Activities.

Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

**Excused** = Serious student illness, bereavement, approved college visits, school sponsored events, class activities, exceptional reasons as approved by the Principal.

**Unexcused** = All other absences – see handbook for further detail:  
[https://concordia.ciss.com.cn/concordnet/HighSchool/us\\_student\\_handbook/6\\_Attendance\\_Information.htm](https://concordia.ciss.com.cn/concordnet/HighSchool/us_student_handbook/6_Attendance_Information.htm)

The student is responsible for collecting all homework assignments from their teachers before the absence begins. Students are expected to complete the homework by the due date that is assigned by each subject teacher. Students are reminded to read the Student Handbook concerning credit for their work during an absence.

Class: _____	Teacher: _____	Period: _____
Assignments:		
Due Date: _____	Signature: _____	

Class: _____	Teacher: _____	Period: _____
Assignments:		
Due Date: _____	Signature: _____	

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Period: \_\_\_\_\_  
Assignments: \_\_\_\_\_

Due Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Period: \_\_\_\_\_  
Assignments: \_\_\_\_\_

Due Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Period: \_\_\_\_\_  
Assignments: \_\_\_\_\_

Due Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Period: \_\_\_\_\_  
Assignments: \_\_\_\_\_

Due Date: \_\_\_\_\_ Signature: \_\_\_\_\_