

# Pre-planned Student Absence Form

Student name: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_

- School Sponsored Trip (field trip with class, school club, etc.)
- Non-School Related Trip (family trip, etc.)

Class Period	Class Performance to date	Work to Complete While Away from School	Teacher Signature
ANCHOR		<p><b>The ability to earn credit for Anchor requires a 70% attendance rate for the year. Be aware that your absences in Anchor will accumulate and you will need to be sure to monitor your attendance throughout the school year. Any High School &amp; Beyond activities will need to be made up.</b></p>	
1		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information:	
2		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information:	
3		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information:	
4		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information:	

**RETURN THIS FORM TO THE MAIN OFFICE BEFORE THE ABSENCE.**

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<b>5</b>		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information: _____	
<b>6</b>		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information: _____	
<b>7</b>		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information: _____	
<b>8</b>		<input type="checkbox"/> See attached work through <ul style="list-style-type: none"> <li><input type="radio"/> Paper handouts</li> <li><input type="radio"/> TEAMS</li> <li><input type="radio"/> OneNote</li> <li><input type="radio"/> Email</li> <li><input type="radio"/> Other: _____</li> </ul> <input type="checkbox"/> Other information: _____	

**Parent/Guardian:** I have reviewed this form with the teachers' responses and my student still has permission to be absent. I understand that if the student absence does not meet the criteria for an excused absence, it is up to teacher discretion if the class work will be counted toward my student's grade. (reference Policy 3122)

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** I have read my teachers' responses and I am prepared to complete this work while I am absent.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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