

# **Laurel Hall School Planned Absence Record**

This form is to be used anytime a student knows in advance that they will be missing school. This is to allow the student to plan and coordinate with teachers about the class work and/or homework they may be missing. If a student is in session at another school on the day of the absence (e.g. high school shadow day or school on the set), it will not count as an absence on their school records.

STUDENT NAME \_\_\_\_\_

DATE(S) OF PLANNED ABSENCE \_\_\_\_\_

Reason for absence:

- ☐ Visiting High Schools
- ☐ Traveling with Family (counts as an absence on school records)
- ☐ Attending a family event (counts as an absence on school records)
- ☐ Working on the set (a verification of school hours completed must be turned in for the absence not to be counted)
- ☐ Other: Please explain:

\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature : \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Elementary students should have their homeroom teacher sign. Middle School students should get signatures from the teacher of each class that they would be missing.

	Teacher's Signature	Class/Subject	Notes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

I understand my responsibility in completing any work according to each teacher's directions. I will also check Edline and email for any additional requirements before returning to school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

THE COMPLETED FORM MUST BE SUBMITTED TO THE HEALTH OFFICE NO LATER THAN ONE WEEK PRIOR TO THE ABSENCE.