Highland High School (330)239-1901 Ext. 5203

PLANNED ABSENCE FORM

Highland Middle School (330)239-1901 Ext. 1201

STUDENT'S NAME_____DATE_____

The above pupil is planning to be absent from school on_____

TO THE PUPIL: Take this form to your classes and ask teachers to sign it. At the close of the day, take this form home, with all teacher's signatures, notes and assignments. Your parents need to sign this form. Return it the next day to the office. It is suggested that you complete as many of your assignments as possible before your planned days absence. **Please understand that you assume full responsibility for securing your assignments and completing your work.**

_____

Pupil's Signature

TO ALL CONCERNED: Planned absences can be used toward the total days of "allowed" days of absences from a class. An attendance hearing will be left to the discretion of the individual teacher. Therefore, please read the attendance procedure written in the student handbook before signing this form.

TO THE TEACHER: Please sign below indicating that you are aware the above named student is planning an absence. **The responsibility for assignments and school work for these days is that of the pupil.**
If the pupil is currently doing unsatisfactory work or if the absences will serious hinder his/her achievement, please note below.

SUBJECT	TEACHER'S SIGNATURE	NOTES & ASSIGNMENTS

STUDENT'S REASON FOR LEAVING_____

Note: All assignemtns made for the planned absence period of time shall be completed and turned in the first day of the students return to school. Also, make-up tests shall be taken within two days upon the student's return to school.

PRINCIPAL OR ASSISTANT PRINCIPAL'S RECOMMENDATION: YES NO (If no, the principal or assistant will inform the parent)

Comments:_____

(If additional space is needed by subject teacher, please use reverse side)

_____ PRINCIPAL OR ASSISTANT'S SIGNATURE

_____ PARENT(S)/GUARDIAN(S) SIGNATURE