

PLANNED ABSENCES FORM

Date: _____

Student(s) Name: _____

Homeroom(s): _____

St. Joan of Arc School discourages absences except in the case of illness or emergency. Absences due to special vacations, shopping trips or other such activities should be avoided. The fewer interruptions in the school schedule, the more the student will profit with the experience. In the event a planned absence is, in your opinion, unavoidable, please complete the information below and submit to Administration for approval.

Work will not necessarily be provided before you leave.

Some Middle School teachers may be able to provide work and the student is responsible for checking homework via Google Classroom.

Date of Absences: _____

Reason (s) for Absence (s):

Parent Name: _____

Parent Signature: _____

Home Phone #: _____ **Work Phone #:** _____

Email: _____

This form must be completed, signed, and submitted to the office at least 48 hours prior to the absence so that the teacher(s) have ample time to compile classwork/home learning materials.

Administrator's Signature: _____