

TEACHER NOTIFICATION OF PLANNED ABSENCE

School District of Janesville



Teachers of _____ Grade _____

The above-named student is to participate in _____

First Day of Absence _____ Last Day of Absence _____

Teacher: This is to inform you that the above-named student has requested permission to participate in the personal activity named above.

The student is to notify the teacher in each class he/she will miss. Teachers will determine a reasonable length of time in which the work must be satisfactorily completed. Any work not made up within the teacher/student-established time limit will result in an "F" for the work.

Parent: As parent/guardian of the above student, I understand that by turning this planned absence form in fully completed and ahead of time will result in my child being "principally excused" for the duration named above. Any forms turned in after the above dates will result in either a parent excuse (up to the 80 hour mark) or a U-80 if the student is over their 80 hours of parent excuse. (Any graded homework during the unexcused absence will be given a zero. This could affect the student's grade in a course.) I give my student permission for the unplanned absence.

Parent/Guardian Signature

Period	Teacher Name	Assignment/Instructions
1		
2		
3		
4		
5		
6		
7		
8		
Homeroom		

NOTE: This planned absence slip is to be signed by teachers and parent/guardians and turned in by the student in the attendance office **before** the student leaves for the activity.