

STARKVILLE ACADEMY SECONDARY SCHOOL
PLANNED ABSENCE FORM

Name _____ Dates Absent _____

Reason for absence _____

If you know you are going to be absent from school, you must present this form to each of your teachers for their signature. Their signature indicates that you will have either done your work for the time you will be absent or that you have made arrangements with your teachers to make up the work that you will miss. This absence may be unexcused. You will follow guidelines in the handbook under unexcused absences for make-up work.

This Planned Absence must be approved and signed by the principal.

Principal's signature: _____

1st period teacher: _____

2nd period teacher: _____

3rd period teacher: _____

4th period teacher: _____

5th period teacher: _____

6th period teacher: _____

7th period teacher: _____

Student's signature: _____

A note from your parent must be attached to this form or it will not be accepted.

Return this form to the office at least one (1) week prior to the day of absence.

Parent's signature: _____ Date _____