

# WHITNALL MIDDLE SCHOOL PLANNED ABSENCE FORM

Date \_\_\_\_\_

This is to serve as a notice of the absence of \_\_\_\_\_ Grade \_\_\_\_\_

from Whitnall Middle School from \_\_\_\_\_ to \_\_\_\_\_  
 (Date) (Date)

Reason: \_\_\_\_\_

The student has the responsibility for arranging completion of work prior to the absence or for assuming responsibility for the work in some way satisfactory to the teachers concerned. Teacher's signature below indicates that teacher is aware of pending absence and a method of making up missed work has been discussed. Signatures do not, however, necessarily imply approval of this absence.

\_\_\_\_\_  
 Parent or Guardian

\_\_\_\_\_  
 Administrator

Period	Subject	Teacher's Signature
	Fully completed form is to be returned to the office.	

Comments: \_\_\_\_\_

\_\_\_\_\_