

# EVERGREEN LUTHERAN HIGH SCHOOL: PRE-PLAN ABSENCE FORM

\_\_\_\_\_ requests to be excused from school on \_\_\_\_\_.

Student's name \_\_\_\_\_

date(s) \_\_\_\_\_

Hour(s) missed:      1      2      3      4      5      6      7      8

PLEASE EXPLAIN THE REASON YOU PLAN TO MISS CLASS:

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**STUDENT INITIALS (student, initial the blanks as you agree):**

- ✓ "My class work is in good order." \_\_\_\_\_
- ✓ "I will complete all assigned work. Incomplete work can result in a 0% and/or a detention." \_\_\_\_\_
- ✓ "I understand that all assignments are due upon the day of my return." \_\_\_\_\_

Student: (initial above first) \_\_\_\_\_ (signature) \_\_\_\_\_

**PARENT INITIALS (parent, initial the blanks as you agree):**

- ✓ "This reason is important enough that my child needs to miss class." \_\_\_\_\_
- ✓ "Personal time, outside of school hours, is not available for this event." \_\_\_\_\_

Parent/Guardian: (initial above first) \_\_\_\_\_ (signature) \_\_\_\_\_

***This form must be completed at least 24 hours prior to the absence and the student must sign out of school at the office before leaving during the day.***

Student Name: \_\_\_\_\_

Hour	Subject	Assignment	Teacher Initials	Teacher Notes:
1				
2				
3				
4				
5				
6				
7				
8				

Office use only: Date and time received: \_\_\_\_\_