

PLANNED ABSENCE

NAME _____

DATES PLANNED TO BE GONE _____

If a student is absent, it is the responsibility of the student to gather and make arrangements for all missed work. A student shall be allowed one make-up day for each day of absence, except for work that has been assigned prior to the absence with a due date. School related activities – All work must be caught up or you may not be allowed to participate in the activity.

CLASS	CAUGHT UP	MISSING ASSIGNMENTS	FUTURE ASSIGNMENTS	TEACHER'S INITIALS