

**Copley High School**  
**Pre-Planned Absence Form**

DATE \_\_\_\_\_

GRADE \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ I request that my son/daughter, be absent from school \_\_\_\_\_ number of days from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

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

I understand that each teacher will sign this form indicating he/she is aware of the impending absence and will have the opportunity to complete assignments. A copy of this form will be returned to the student.

The student agrees that all assignments are to be completed and turned in no later than the day the student returns. (Completed assignments may be requested by the teacher prior to the absence.) Students may also be requested to make up any tests or quizzes on the day they return.

The school is taking no responsibility to see that the student makes up this work. Parents will assume responsibility and should know that it could affect school marks.

PARENT SIGNATURE \_\_\_\_\_

Teachers, please sign below. Write any comments you wish to make.

<u>SCHEDULE</u>	<u>CURRENT GRADE</u>	<u>TEACHER'S SIGNATURE</u>	<u>COMMENTS/ASSIGNMENTS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Principal's Approval \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE PRINCIPAL'S OFFICE THREE SCHOOL DAYS PRIOR TO THE ABSENCE UNLESS EXTENUATING CIRCUMSTANCES.**