



MS Pre-Planned Absence Form

Return the completed form at least 3 days prior to the scheduled absence.

Today's Date: ____/____/201__

Student Name: _____ Grade: _____
(print name)

Dates of Planned Absence: ____/____/201__ to ____/____/201__

Purpose of absence: _____

Number of assignments currently missing in all classes (circle one): 0 1-2 3-5 6-8 more than 8

Number of Days Absent Prior to this Upcoming Absence _____

We understand that

1. the student will take the responsibility to meet with each teacher and make up missed course work;
2. the teacher's Moodle page is the best source for viewing class content and assignments;
3. teachers are not required to reteach material missed during planned absences;
4. the student will be eligible to receive full credit for work missed if it is completed within the following time frame: # of days missed plus one (if the student misses five class periods, the material is due before the end of the day following the sixth class after returning);
5. if the work is not completed within this time frame, the teacher will assign a new due date for completion and will award a maximum value of 70% for the work;
6. work not completed by the due date for 70% may affect participation in a Providence Academy sponsored extra-curricular activity;
7. any assessment collected during an unexcused absence is still required but may earn no more than 50%.

Student Name (Print)

Student Signature

Parent Signature

_____/_____/_____
Date

Office Use Only: _____ Excused _____ Unexcused absence

Office Signature: _____