



Planned Absence Form

Student Name: _____ Grade: _____

Date of Request _____ Date of Requested Absence _____

Complete the following section and have a parent/guardian sign the form before turning into the office.

CLASS						
MARK						
STUDENT RATING (see back for details)						
TEACHER SIGNATURE						

If the absence is not a personal day, please provide a brief explanation for the absence.

Student Signature

Date

Parent or Guardian name

Parent or Guardian Signature

Date

Co-Curricular Field Trip Teacher Approval Form

Teachers, you are requested to fill in the student's current mark and standing in your course. The comments section is for you to indicate the students' ability to miss school and maintain their grades and assignments. Use the following rating scale as a guide:

- 5: This student is responsible and capable
I am not concerned when he/she misses as the work is done
This student is self directed.
- 4: This student is responsible and capable
He/She finds out what needs to be done but may need a reminder
This student can afford to miss class
- 3: This student understands his/her need to be responsible but needs assistance to complete assignments and get caught up.
This student can afford to miss classes but must take a more responsible attitude about catching up.
- 2: This student understands what needs to be done but lacks the motivation and work ethic to catch up.
This student can barely afford to miss classes.
A recommendation could be given if motivation and work ethic improves
- 1: This student attendance and work habits are such that a recommendation cannot be given