

# Cleveland High School

## Pre-Planned Absence Form (Including Missing Unit & Final Exams)

**NOTE:** This form must be submitted to the Attendance Office at least (5) school days before the start of planned absence for any student who is planning an absence from school longer than three (3) school days or during finals week.

### Instructions (please check off as completed):

- Student** must fill in all student, class, assignment, and exam information.
- Parent/Guardian** must read and sign the absence form.
- Student** must take the form to be signed by all affected teachers, his/her counselor, and deliver to the Attendance Specialist, who will obtain an **Administrator's Signature** and determination of an Excused or Unexcused absence.
- Student** must return the completed absence form to the Attendance Office before the planned absence so it can be entered into the system.

**Note:** Parents/Guardians should be aware that missing class time and classwork may affect a student's overall grade. It is the student's responsibility to find out exactly what will be missed in each class and to communicate with each teacher as to when any assignments, labs or tests will be made up. Students are also responsible for learning the content that was missed during the absence.

**If a final exam is missed for an unexcused absence, when and whether the final exam will be scheduled to be made up will be at the teacher's discretion.**

**Student Name:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Temporary absence beginning** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Student will return on** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Explanation:

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### Parent/Guardian:

I have read this form and am aware of the following points 1.) that extended absence or missing the final exam may affect my student's overall grade, and 2.) that it is my student's responsibility to communicate with his/her teacher in regards to making up any work or the final and 3.) in the case of unexcused absences, it is the teacher's discretion to allow and schedule a makeup final.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Student's Plan for Making up Work and/or Final Exams

Period	Subject	Current Grade	How to complete and when to turn in Assignments	Teacher Signature
1st Period				
2nd Period				
3rd Period				
4th Period				
5th Period				
6th Period				
7th Period				
8th Period				
Advisory				

Other class notes: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Comments: \_\_\_\_\_