



Pre-Planned Absence Form

All planned absences of three or more days (school sponsored activities or non-school sponsored activities) requires the student to complete the "Pre-Planned Absence Form". The form must be completed and turned into the Attendance Office at least one week prior to the absences.

- In the event of a pre-planned absence, it is the student's responsibility to know what work will be missed and to make arrangements to complete assignments, exams, and projects before the absence.
- It is up to the discretion of the teacher to modify due dates and test dates (excluding final exams). Any work or instruction missed is to be made up according to a schedule established by the teacher.
- The student is primarily responsible for acquiring materials and information missed with the assistance of the teacher.

_____ will be absent from school:

_____ to _____
(Day/Date) (Day/Date)

- It is the student's responsibility to inform the teachers of the planned absence.
- The student will fill in the teacher's name and class in the space provided below.
- After conversing with the teacher, the teacher will initial the form, indicating a conversation has happened. The signature indicates awareness of the student's absence.
- After the form is completed the student should turn this form in to the Attendance Office.
- It is important to emphasize that it is the student's responsibility to be aware of what work will be missed and to make arrangements with his/her teachers before the absence takes place.

Period	Teacher Name	Class Name	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
0/8			

_____ Student Signature

_____ Parent/Guardian Signature

Marist recommends that students have access to wifi and take their iPad with them to complete their work while absent.