

LACONIA HIGH SCHOOL PRE-PLANNED ABSENCE FORM

In the event of a pre-planned absence, do the following:

1. Have a parent/guardian fill out and sign the bottom portion of the form.
2. Get assignments from teachers whose classes will be missed.
3. Make sure all absence dates, teacher signatures, & parent/guardian signatures are filled in.
4. Turn the form into the office before the absence.
5. Professional excused absences do not count against student's attendance. Written excuse from a professional is required. (Please refer to the Student Handbook.)

Period	Class	Assignments	Teacher's Initials
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

_____ has my permission to be pre-excused on
Student's Name

_____ from _____ until _____ for the following reason:
Date(s) of Absence Specify Times (if partial day)

Signature of Parent/Guardian

Date