

**MESSALONSKEE HIGH SCHOOL
PLANNED ABSENCE FORM**

A planned absence for personal or educational purposes should be communicated to the school and the student's teachers at least **ONE WEEK** prior to the actual dates of the absence. This allows time for both the student and their teachers to gather assignments, which will allow the student to return to school prepared for their courses. ***Please note that despite the fact that the reason for the planned absence may be excusable, by Maine law or District policy they still will count towards a student's total absences.***

Please indicate the reason for the planned absence by checking the appropriate box:

- College Visit
- Field Trip
- Family Trip
- Medical Leave
- Other: _____

Student Name: _____ YOG: _____

Parent(s)/Guardian(s) Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Anticipated Date(s) of Absence: _____

Briefly describe the purpose of your absence(s): _____

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Period	Course	Current Grade	Teacher's Signature	Make-Up Work Due Date	Notes
1					
2					
3					
4					
5					

The teacher's initials signify awareness, not necessarily approval. Comments may indicate potential problems.

Parent(s)/Guardian(s) Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

For Office Use Only:				
AW	AE	AU	FT	PA