

PLANNED ABSENCE AND MAKE-UP REPORT

- This form must be completed and returned TO THE RECEPTIONIST at least one day before the absence. The teacher(s) will be e-mailed the information.
- It is the student's responsibility to complete ALL assignments and make-up work promptly.
- If this form is filled out, a call to the attendance line is NOT needed. Only ONE form per family is needed.
- This form is not to be used for doctor appointments. You must call the attendance line for all doctor appointments.

NAME: GR./TEACHER:

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NAME: GR./TEACHER:

DATE(S) OF ABSENCE:

REASON FOR ABSENCE:

PARENT SIGNATURE:

HOMEWORK: (Check ONE)

____ Student(s) would like to get assignments upon return to class following absence.

____ Student(s) would like to get assignments before absence.

____ Teacher(s) can decide whether to give assignments to student(s) before or following absence.

**TEACHERS: PLEASE FORWARD THIS FORM TO THE
RECEPTIONIST ASAP IF YOU RECEIVE IT.
THANK YOU!!**

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