

# ANC

## PLANNED ABSENCE FORM

This form is required to inform the school of a planned absence *spanning a full day or more*. This form must be submitted to the school secretary prior to the planned absence. Parts 1 and 2 must be completed *prior* to submission to the school secretary.

### PART 1: Request

\_\_\_\_\_ anticipates absence(s) on \_\_\_\_\_.  
*Student name* *Date(s)*

Reason/Destination: \_\_\_\_\_.

**PART 2: Student must check in with each teacher to inform him/her of the planned absence. Student is responsible for all missed work whether or not it is listed below.**

Period	Teacher's Initials	Comments
1		
2		
3		
4		
5		
6		
Athletics, drama, etc.		
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**Parent or Guardian signature-required**  
**(If dorm student, email to secretary may substitute.)**

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**Houseparent's signature-if dorm student**