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.		
Athletics, drama, etc.		

_____ ***Parent or Guardian signature-required*** ***(If dorm student, email to secretary may substitute.)***	_____ ***Houseparent's signature-if dorm student***