

Student Name: \_\_\_\_\_  
 Date of Absence: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_  
 Principal Signature: \_\_\_\_\_  
 (Not for field trip, only for vacation, college day, and other)  
 \_\_\_\_\_

**UHS – Preplanned Absence Form  
 Updated July 2016**

**Copy to Secretary prior to absence  
 \*\* except Field Trip – Copies to Teachers \*\***

Preplanned absences ***must be approved by the Principal in advance*** and students are responsible for getting homework from their teachers **prior to leaving**. Student is responsible for processing of this form. Student is responsible for any work missed. If student is on fail list for the week, they will not attend activity.

***DUE DATE ASSIGNED BY TEACHER FOR PREPLANNED ABSENCE!***

**Type of Absence – Check one and complete**

**Field Trip** – Teacher is responsible for planning the field trip – copies to teacher and teacher provide listing of those attending to the secretary. ***Principal Signature not needed for field trip.***

**Family Vacation** – Parent must contact Mr. Dorethy for approval prior to the vacation

**Other** – (List Details)

**College Day** Name of College: \_\_\_\_\_ Length of Visit \_\_\_\_\_

Person Responsible for Transportation \_\_\_\_\_

*The following must be signed by a college representative to verify your visit. (Copy to sec. prior to visit – signed copy returned after visit.)*

Signature and Title of Person Verifying Visit: \_\_\_\_\_

Date Student Visited Your Campus: \_\_\_\_\_

**To Be Completed by all Teacher's Prior to Attending Activity**

	Class	Assignment	Comments/DUE DATE OF ASSIGNMENT <b><i>REQUIRED</i></b>	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				