

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 <i>REQUIRED</i>	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				

