

**Sevastopol Middle and High School  
Planned Absence Form**

*Properly completed forms must be submitted to the  
Middle or High School Office the day before you leave.*

1. Have your parents sign the form and fill in the dates that you will not be attending school.
2. Have your parents call and confirm the absence.
3. Have your teachers sign, give you your assignments, and estimate your current grade.
4. Have your parents review your assignments and current grades.
5. Have the principal approve your absence.

**Student** \_\_\_\_\_

**Date(s) of Absence** \_\_\_\_\_

**Reason for Absence** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

<b>Period</b>	<b>Assignment/Comments</b>	<b>Current Grade</b>	<b>Teacher Signature</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			

**Principal Signature** \_\_\_\_\_