

Falmouth High School Planned Absence Form

Dear Parent,

You and your son/daughter are indicating by completing this form that an absence will occur as described below. This form notifies us of the absence, gives us a chance to advise you as to possible impact on academic performance, and provides an opportunity to give information relative to missing assignments.

I am requesting that my son/daughter, _____, be excused from school for the following date(s): _____ to _____. Number of school days: _____

General Statement: Every effort should be made to schedule college visits, interviews, and family vacations during school vacation periods. Attempt to schedule medical and dental appointments outside of school time. All written work, class work, homework, quizzes, and tests missed due to a planned absence can be made up. The responsibility for obtaining the missed work, completing the assignments, and submitting the work within the time allowed rests solely with the student. Despite everyone's best efforts and intentions, it is simply not possible to recreate class discussions, labs and lectures that students miss when they are out of class for an extended time.

| Period | Subject | Approx Grade | Will This Have Impact on Grade? | Work Due Before Departing | Work Due Upon Return | Teacher Signature |
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To Parent: Your signature below reflects an understanding of the guidelines and that you are aware of the potential effect of the proposed absence on your child's grades.

Parents Signature: _____