Bay Lane Middle School

Planned Absence Form

Date: _____

This is to serve as a notice of the absence of _____, Grade ____

from Bay Lane Middle School from _____ to _____.

Reason (Circle One): Vacation Personal Sports Other: _____

_____

Parent/Guardian Signature

Step 1: Administrative Approval

Based on student's attendance records, the planned absence is approved. _____

Based on student's attendance records, the planned absence is NOT approved. _____

_____

Administration Signature

Step 2: Communicate with Teachers

The student has the responsibility for arranging completion of work prior to the absence or for assuming responsibility for the work in some way satisfactory to the teachers concerned. Teacher's signature below indicates the teacher is aware of pending absence and a method of making up missed work has been discussed.

Period	Subject	Teacher's Signature