BATAVIA HIGH SCHOOL

PLANNED ABSENCE FORM

Must be submitted at least three days prior to the absence.

STUDENT’S NAME__________________________________________

Date(s) of Planned Absence___________________________________

Reason for absence (be specific)_______________________________

Date request submitted_______________________________________

Procedures:
1. Have a parent/guardian sign the request.
2. Have all scheduled teachers sign the request. (The teacher’s
signature indicates that the student has been informed of necessary
assignments.)
3. Submit the completed request to the Student Services Office at least
three (3) school attendance days before the date(s) of the requested
absence.
4. The student will be informed if the request is denied and given a
reason. (A student will not be excused from a class if there is a real
jeopardy of failure.)

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<th>Block</th>
<th>Subject</th>
<th>Teacher Signature</th>
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Signature of Parent/Guardian

______________________________
Assistant Principal Signature

Please note that submitting a Planned Absence Form does not
automatically make the absence an excused absence.

Revised 8/06