

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.)

Block	Subject	Teacher Signature	Grade
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

Signature of Parent/Guardian

Assistant Principal Signature

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