

Faith Lutheran Planned Absence Form

Must be filled out 1 week prior to departure

Student's Name _____ Date _____

Date of Absence _____

Student must follow these steps to ensure Absence is permitted:

1. Attach note explaining absence along with parent signature.
2. Obtain signature from appropriate Dean of Students.
3. Take form to teachers and get assignment and teachers signature.
4. Return form to the Front Office before departure.

Dean's Signature _____

Period	Assignment	Teacher Signature
M1		
M2		
M3		
M4		
G1		
G2		
G3		
G4		

To ensure that your absence is excused please follow the above steps in order. If planned absences exceed the 10 day absence restriction, the school administration reserves the right to review such situations on a case-by-case basis.