

FLORENCE HIGH SCHOOL
PRE-PLANNED ABSENCE FORM

STUDENT _____ GRADE _____ DATE _____

DATE(S) OF ABSENCE _____ TELEPHONE _____

REASON FOR ABSENCE _____

ADULT ACCOMPANYING STUDENT _____

Under the attendance policy of Florence High School, only certain specified reasons qualify for excused absences. Students must submit a request to the principal ***at least 3 days*** in advance for a planned absence. Absences not approved will result in unexcused absences and lowered student grades.

TEACHERS: Please sign this only after the student has made arrangements to make up the work.

<u>Period</u>	<u>Subject</u>	<u>Current grade</u>	<u>Comments</u>	<u>Teacher's initials</u>
1				
2				
3				
4				
5				
6				
7				
8				

Signature _____
Parent/guardian

- ___ This absence is excused
- ___ This absence is unexcused
- ___ This absence is non-chargeable

Signature _____
Principal