

**Sevastopol Middle and High School
Planned Absence Form**

*Properly completed forms must be submitted to the
Middle or High School Office the day before you leave.*

****For absences of three or more days please call the office a week in advance.****

1. Have your parents sign the form and fill in the dates that you will not be attending school.
2. Have your parents call and confirm the absence.
3. Have your teachers sign, give you your assignments, and estimate your current grade.
4. Have your parents review your assignments and current grades.
5. Have the principal approve your absence.

Student _____

Date(s) of Absence _____

Reason for Absence _____

Parent Signature _____

Period	Assignment/Comments	Current Grade	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
8			

Principal Signature _____