

STUDENT PLANNED ABSENCE FORM

St. John's Lutheran School

When a student knows in advance that he/she is going to be absent from school, he/she needs to pick up a planned absence form in the office or from their homeroom teacher. This form is to be signed by the parent/guardian before taking it to the teachers. Students may then take the form around to their teachers to be signed and to get any assignments that will be missed. This form is to be filled out at least two days before the absence. **Return this form signed by each teacher and parent(s) to the school office.**

Student's Name _____

Date(s) of Absence _____

Reason for Absence _____

Travel Destination _____

***Please do not return to onsite learning for 3 days after returning from travels.**

Subject	Assignment	Due Date	Teacher's Signature

Parent's Signature _____ Date _____