

Oak Mountain High School

Pre-Planned Absence

This form must be turned in to the office one week prior to a planned absence for approval by the principal. A detailed letter must accompany this form explaining the need for the absence. Vacations are not excused. After the principal approves the form the student must see each teacher for assignments and have the form signed by the teacher. The form is then returned to the attendance office before the student is absent.

Student's Name _____

Grade _____ First Period Teacher _____

Dates Of Absence _____ through _____

Reason For Absence _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Assist Principal: _____ Approved: ___ Not Approved: ___ Date: _____

Principal: _____ Approved: ___ Not Approved: ___ Date: _____

The Principal must approve the form before a teacher can sign it.

| 1 | Teacher's Signature | Assignment and Comments |
|---|---------------------|-------------------------|
| 2 | | |
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