

Christian Brothers High School Pre-Planned Absence Form

A student who knows he/she will not be in school needs to complete this form ***at least one week prior*** to the absence. The student is responsible for obtaining all required signatures. The Dean of Students will sign this form only when all signatures have been collected. Note: *This is not a permission slip.*

Date: _____ Name: _____ Grade: _____

Dates of absences: _____

Reason for absence: _____

I understand that my (son/daughter) assumes primary responsibility for keeping up with schoolwork during this period of voluntary absence and that he/she will notify teachers in advance so that assignments can be completed **PRIOR** to the absence as possible. I understand that certain classroom activities such as guest speakers, lectures, labs and class discussions may not be able to be duplicated and may result in a lower achievement grade.

I am aware that Christian Brothers High School has an attendance policy which limits total absences (excused or unexcused) in any course to **8 absences in one semester**. As outlined in the Parent/ Student Handbook, a student's credit for a given course could be in jeopardy if absences exceeds 8.

Printed name of parent or guardian

Signature of parent or guardian

Teachers Signatures – Teachers must sign to indicate they know the student will be missing from the class and that they have discussed the work that will be due during the time of the absence. *If the student does not meet a teacher's assignments/due dates then that teacher's late work policy will be enforced.*

Set/Class	Teacher Signature	Comments/Concerns/Assignments/Due Dates
A		
B		
C		
D		
E		
F		
G		

THIS FORM MUST BE COMPLETE AND RETURNED ONE WEEK PRIOR TO THE ABSENCE. THANK YOU.

Dean's Signature: _____ Date: _____