

LUTHERAN HIGH

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Pre-Planned Absence Form

Please complete and return this form to the school office at least one week prior to the date of the absence. If the absence is a college visit, the Guidance Director should also be informed in advance of the visit. No college visits should occur in May. Remember, planned absences count toward the student's allowable 15 absences per semester and all work must be completed as assigned by the student's instructors.

Student Instructions: Please ask your teachers to complete and sign the form below **before** your parent/guardian signs it, then return the form to the Principal/Attendance Officer via the school office. A signed copy will be returned to you.

STUDENT NAME (Print) _____ **Grade** _____

Date(s) of Absence _____

Reason for Absence _____

Period	CLASS	ASSIGNMENT(S)	*Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			

*Additional Teacher Comments may be made on the back of this sheet or via TeacherEase if a teacher has concern about how this absence might affect the student's overall progress in his/her class.

Parent/Guardian Signature _____ **Date** _____

Principal's Signature _____ **Date** _____