



TEURLINGS

CATHOLIC HIGH SCHOOL

To Channel His Spirit for the glory of God

Planned Student Absence Form

This form is for students who have an upcoming **planned** absence of 1 or more days for college visits, family/personal absences, and school activities (as requested by coaches or moderators).

****COMPLETED FORMS MUST BE RETURNED TO THE FRONT OFFICE 2 SCHOOL DAYS IN ADVANCE OF THE ABSENCE.****

STUDENTS – Please be aware that all work missed **MUST** be completed, unless explicitly stated otherwise by your teachers. Depending on the length and nature of the absence, missed work may be required to be completed before or immediately following the absence. Failure to do so may result in a 0 for the work. If the absence is for a college visit, please provide documentation of the visit with an official signature of a college representative to the front office upon return.

PART 1 – COMPLETED BY RECEPTIONIST OR COACH/MODERATOR

STUDENT NAME: _____ GRADE LEVEL: _____
DATE ISSUED: _____ DATE FORM IS DUE BACK TO FRONT OFFICE: _____
REASON FOR ABSENCE: _____ DATE(S) STUDENT WILL BE ABSENT: _____
PARENT COMMUNICATION (omit if school activity): PHONE CALL (date _____) EMAIL (attach or keep on file)

PART 2 – STUDENTS, PLEASE HAVE YOUR TEACHERS COMPLETE THE TABLE

	Please check one		Teacher Signature	Comments/Notes/Makeup Dates
	No Concern	Concern		
1 st hour				
2 nd hour				
3 rd hour				
4 th hour				
5 th hour				
6 th hour				
7 th hour				

PART 3 – SIGNATURES

STUDENT SIGNATURE: _____ DATE: _____
PARENT/MODERATOR SIGNATURE: _____ DATE: _____

THIS FORM WILL BE SCANNED AND EMAILED TO THE STUDENTS AND PARENTS ONCE ALL FIELDS ARE COMPLETE.

FOR FRONT OFFICE USE:

ATTENDANCE CODE: SA A F AA EM DATE RECEIVED: _____
ADMINISTRATOR SIGNATURE: _____