

**CLEVELAND HIGH SCHOOL  
PRE-PLANNED ABSENCE FORM**

**Note:** This form must be submitted to the Attendance Office at least three (3) school days before the start of planned absence. This form should include information about how and when missed class work will be completed and turned in.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates of Absences:** \_\_\_\_\_

**REASON FOR ABSENCE (Please check one)**

**Medical** Student has a medical/dental appointment or other pre-planned medical situation.  
**Explain the situation below:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Family Event** Funerals or religious holidays. Up to 5 days excused if the event is out of state.  
**Explain the situation below:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Family Vacation** Family vacations are NOT excused. Students will be marked excused for the duration of the vacation.  
  
\_\_\_\_\_(Parent Initial): I UNDERSTAND THAT THIS IS AN UNEXCUSED ABSENCE.  
**Explain the situation below:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Trip** To be excused, a plan must be made prior to departure explaining how the trip is educational (see form on next page) and how the student will report on what they learned during the trip.  
  
\_\_\_\_\_(Parent Initial): I REQUEST THAT MY CHILD'S EDUCATION TRIP BE EXCUSED. AN EDUCATIONAL PLAN IS ATTACHED.  
**Explain the situation below:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**THE ABSENCES FOR THIS TRIP WILL BE:**                      **Excused**                      **Unexcused**

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## CLEVELAND HIGH SCHOOL PRE-PLANNED ABSENCE FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

If you checked EDUCATIONAL TRIP on the first page, please write down your proposed educational activities while on the trip, and what evidences you will show as proof of your educational trip:

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### CLASS ASSIGNMENT INFORMATION

Period	Subject	Assignments To Complete	How to complete and When to turn in Assignments	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				



THE ABSENCES FOR THIS TRIP WILL BE:      \_\_\_ Excused      \_\_\_ Unexcused

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_