LAKESIDE MIDDLE SCHOOL

Student Planned Absence

This form is provided to ensure that teachers are informed of planned student absences. The school does not endorse these absences, especially when they are connected to school vacation days. We do recognize that there are times when families make the choice to have their children miss school, and it is important that students take the responsibility to inform their advisors and teachers about these plans well in advance.

This is not a homework form. Teachers are not expected to write down homework assignments for students to do while they are gone from school — it is the responsibility of the student to ask each teacher for homework assignments in advance and make up all missed work. Teachers' signatures on this form indicate that they know the student will be missing their classes.

►Important: Both the student and parent/guardian must sign this form.

Student Name: _____ **(Please print clearly)**

Parent/Guardian signature: _____ **Date:** _____

Student signature: _____ **Date:** _____

Reason for absence: _____

Dates of absence: **From** _____ **to** _____

Advisor signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Teacher signature: _____ Date: _____

Please return your completed form to the main office.

Office Use Only:	Date Received: _____ By: _____	**Notes**: