

Fowlerville Junior High School

Request for Planned Absence/Vacation Form

Name _____ Date _____

Reason for Absence _____

Dates of Absence _____

Absence arranged for in advance at the request of parents:

- If parents wish to have the student miss school for a planned vacation or for other reasons, such as, but not limited to: hunting, job search, or family trips, the student must come to the office for a special form.
- This form must be signed by the teachers, parents, and principal before becoming valid.
- This form will include work assigned for class missed and it should be completed at least three days prior to the absence.
- The maximum number of days allowable for such use is 5 days.
- If the student does not make arrangements for these absences in advance, the absence will be unexcused.

Directions for students:

1. Have your parents fill out and sign this form.
2. Take this form to each teacher to fill out.
3. Bring this form to the office to get the principal's signature.

HOUR	SUBJECT	TEACHER SIGNATURE	ASSIGNMENTS
1			
2			
3			
4			
5			
6			

****** ANY VACATION, HUNTING, OR OTHER MISSED DAYS WILL COUNT TOWARDS THE 8 DAY LOSS OF CREDIT POLICY, IF YOU HAVE A HIGH SCHOOL CLASS.**

Parent/Guardian Signature

Principal's Signature

