

Minocqua J1 School District  
Grades 6-8 Request for Planned Absence

Date: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

To the Principal: I fully Realize I will lose the benefits of class participation if I am absent from school. However, I hereby make application to have my absence indicated above considered a family excused absence. **I realize I must obtain the signatures of all my teachers before turning this form into the office at least 2 school days before the first date of absence.** I am also aware that it is my responsibility to make arrangements with teachers to make up any work that will be missed.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Period	Class	Teacher Signature	Teacher Recommendations
We are Firebirds			
1st Hour			
2nd Hour			
3rd Hour A			
3rd Hour B			
4th Hour A			
4th Hour B			
5th Hour A			
5th Hour B			
6th Hour			
7th Hour			
8th Hour A			
8th Hour B			

\_\_\_\_\_ Date Received (Planned Absence Forms must be turned in to the attendance secretary at least 2 school days before the first day of absence)

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_