

**SCHOOL DISTRICT OF NEW LONDON**  
**PRE-PLANNED ABSENCE FORM**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_ **Date(s) of Absence:** \_\_\_\_\_

**To the principal:**

I fully realize that 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 be considered as an excused absence. I realize I must obtain the signatures of all my teachers before requesting administrative approval. I am also aware that it is my responsibility to make arrangements with my teachers to make up any work that will be missed.

**To the teachers:**

Sign when arrangements for make-up work as required by the teacher have been complete.

<b>PERIOD</b>	<b>CLASS/SUBJECT</b>	<b>TEACHER SIGNATURE</b>	<b>TEACHER COMMENTS</b>

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

\_\_\_\_\_  
Parent Signature

Administration Approval: \_\_\_\_\_