

EXTENDED ABSENCE Student Planning Sheet

Students should complete the following chart with their classroom teachers and then submit it to their Vice Principal. Please note:

- Students are responsible for all missed work
- Some assessments and evaluations may not be able to be made up or may need to take place at a different time or in a different format
- Teachers are not expected to provide detailed lessons or homework assignments during a student's unexcused absence

Student Name:

Number of School Days Absent:

Start Date of Absence:

Date of Return:

	Course	Teacher's Name & Signature	Teacher's Comments	Potential Academic Impact
1				
2				
3				
4				

Vice Principal Comments:

Vice Principal Signature _____