



PLANNED ABSENCE ASSIGNMENT SHEET

STUDENT'S NAME _____ GRADE _____

TEACHER _____

REASON FOR ABSENCE _____

DATES REQUESTED: From _____ To _____

Step 1: **Take this form home for your parent/guardian's signature**

Parent's Signature

Date

Step 2: **Take this form to all your teachers for their signatures at least one week before your planned absence.**

Teacher	Subject	Missed Assignments	Comments

Step 3: Teachers will return this form to the CCS Office for the Principal's Signature. **Do this at least one week prior to the planned absence.**

WORK IS EXPECTED TO BE COMPLETED AND TURNED IN UPON THE STUDENTS RETURN TO CCS.

Principal's Signature

Date