

PLEASE COMPLETE THIS 4 PART FORM IN CHRONOLOGICAL ORDER.

EXETER HIGH SCHOOL
PLANNED ABSENCE FORM

PART 1: PARENT APPROVAL

Student Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent Signature **Date**

PART 2: ADMINISTRATION APPROVAL/NON-APPROVAL IN ACCORDANCE WITH EXETER SCHOOL BOARD POLICY.

Disposition:

_____ Absence **will not** count toward day limit.

_____ Absence **will** count toward day limit.

Principal or Assistant Principal

PART 3: TEACHER SIGNATURES

Period 1 _____ Period 4 _____ Period 7 _____

Period 2 _____ Period 5 _____

Period 3 _____ Period 6 _____

PART 4: _____
Guidance Counselor

PART 5: RETURN COMPLETED FORM TO THE ATTENDANCE SECRETARY

Date Received