

**Kettle Moraine Lutheran High School  
{Personal Pre-Planned Absence Form}**

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

DATE OF ABSENCE \_\_\_\_\_ CLASS PERIODS MISSED \_\_\_\_\_

PARENT(S) SIGNATURE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

**STUDENT INSTRUCTIONS:** *List your subjects in the spaces below. After all your teacher's have signed it, return it to the main office. The bottom portion of the sheet will be torn off and given back to you. Have class assignments ready upon your return. You may be requested to finish make-up work in after school study hall by your teacher(s). Pre-plans are to help you and your teachers. A pre-plan is not necessarily an excused absence! The agree/disagree column will be filled in by the teacher if there is concern for number of days missed so far or concern for academic status of the student.*

**TO THE PARENT:** *A pre-planned absence for reasons outside of those defined in the school handbook are still listed as unexcused on the student's personal record. Please see your 'Student Handbook.'*

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<i>SUBJECT/HOUR</i>	<i>TEACHER (Initials)</i>	<i>A/D</i>	<i>ASSIGNMENT</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____