

**Kettle Moraine Lutheran High School**  
**{Personal Pre-Planned Absence Form for Vacation or Family Plans}**

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

DATE(S) OF ABSENCE \_\_\_\_\_

CLASS HOURS MISSED \_\_\_\_\_

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

**STUDENT INSTRUCTIONS:**

*Please present this pre-plan at least one week prior to family vacations or extended plans in which you will miss one or more days of school. Have this pre-plan signed by your parent(s) before presenting it to a teacher. Please take into account the ten absence rule and loss of credit.*

**TEACHER INSTRUCTIONS:**

**Please sign this form indicating that you are aware that the student listed above will be absent on the date(s) indicated above. Also list "A" for Agree or "D" for Disagree in regard to the pre-plan. Can he/she afford to miss this class(es) because of previous absences, unfinished work or poor work performance? List "I" if the student is incomplete.**

**RETURN THIS FORM ONLY TO PASTOR HUGHES**

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*Please list any Disagreements with an brief explanation on the bottom or back side of this form.*

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

**Disagree remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

