



St. Mary  
of the Lakes

SCHOOL

## Pre-Planned Absence Form

**Please complete one form per student**

**Please complete this form and return it to the principal's office.**

Makeup work will be given on the date of return to school. Parents are responsible to see that the material covered in class is mastered. The student is responsible to make up all tests, quizzes, submit papers or projects which were scheduled during the absence from school. Teachers will provide dates and times for making up tests at their discretion.

Family name \_\_\_\_\_

Name/s and homeroom/s of student/s

\_\_\_\_\_  
\_\_\_\_\_

Dates of absence \_\_\_\_\_

Return Date \_\_\_\_\_

Reason for absence and destination \_\_\_\_\_

Parent signature \_\_\_\_\_

Date work is due (to be completed by the teacher) \_\_\_\_\_

Teacher's signature \_\_\_\_\_

Principal's signature \_\_\_\_\_