PETOSKEY MIDDLE SCHOOL
PRE-PLANNED EXTENDED ABSENCE SLIP

To be completed by student:
I, _____, wish to be excused from school from (date) _____ through (date) _____. I understand I will miss classroom instruction, assignments, and possibly assessments. I understand I have an equal number of school days as days I missed to complete the work. Based on the total number of days I will be absent, I will need to turn in my work on (date): _____.

Information for Parents:
In the event of a planned extended absence of three days or more, students need to complete this form that each teacher will initial. This notifies our staff of the extended absence. Teachers will not necessarily provide work that needs to be completed (as lesson plans may change), but teachers may provide important information to consider during the time away from school. Upon returning to school, students will have as many days to complete the work as days they were absent.

_____ _____ _____
Grade Student Signature Date

Hour	Subject	Teacher Initials	Assignments posted on Schoology?	Important Information/Comments
1.			☐	
2.			☐	
3.			☐	
4.			☐	
5.			☐	
6.			☐	

Parent Signature _____ Date_____

Principal/Assistant Principal Signature _____ Date_____

"Learning and Growing Together"