Pre-Excused Absence Form

Rice Lake Middle School

(STUDENT) _____ in **GRADE** _____ is planning to be

absent from school on **(DAYS/DATES)** _____ for the

following reason: _____ .

Signature of Parent/Guardian: _____

- If not signed above, the school was made aware of absence by way of (circle one):

    NOTE (attached)   PHONE CALL   OTHER: _____

I hereby give my permission for this absence providing he/she has made arrangements for make-up work.

(Office official): _____

Instructions to student:
1. Have each teacher sign this form in the classes from which you will be absent.

2. Bring this completed and signed form to the office **BEFORE** you leave. A copy will be made for you to give to your parents/guardians.

TEACHERS: signatures and homework instructions for student (record assignments on back):

0 hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

1st hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

2nd hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

3rd hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

4th hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

5th hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

6th hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

7th hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

8th hour   Homework: ___ Handed in before student leaves.   _____
                                          ___ Handed in upon return.   (teacher)
                                          ___ Make up after student returns.

Assignments:

0 Hour
CLASS: _____
ASSIGNMENTS: _____
_____

1st Hour
CLASS: _____
ASSIGNMENTS: _____
_____

2nd Hour
CLASS: _____
ASSIGNMENTS: _____
_____

3rd Hour
CLASS: _____
ASSIGNMENTS: _____
_____

4th Hour
CLASS: _____
ASSIGNMENTS: _____
_____

5th Hour
CLASS: _____
ASSIGNMENTS: _____
_____

6th Hour
CLASS: _____
ASSIGNMENTS: _____
_____

7th Hour
CLASS: _____
ASSIGNMENTS: _____
_____

8th Hour
CLASS: _____
ASSIGNMENTS: _____
_____