

Long Hill Township School District
Central Middle School
Planned Absence Form

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. This form must be signed by the parent/guardian and returned to the main office **at least three days in advance of the absence**. The student will be responsible for all material that is missed. Students will be expected to return their work to their teacher immediately upon returning to school. The responsibility of the school shall be limited to giving assignments of work covered in absentia. *Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: _____ Grade: _____

Reason for Absence: _____

Dates Absent: _____

Parent/Guardian Signature: _____

Parent: Please complete the top portion and have your child return it to the Main Office. The Office will make copies for each of the teachers.

TEACHERS: Please complete this form and return it directly to the student.

<i>Teacher</i>	<i>Period</i>	<i>Teacher's Initial</i>		
_____	1	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	2	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	3	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	4	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	5	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	6	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	7	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	8	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.
_____	9	_____	<input type="checkbox"/>	Assignment(s) attached. <input type="checkbox"/> No work.

cc: Health Office

(Office Use Only: Date copied and sent to teachers: _____)