

PLANNED ABSENCE FORM

STAFF: _____ DATE OF ABSENCE: _____

CLASS / SUBJECT / PERIOD: _____

SPECIAL INSTRUCTIONS: _____

COVERING TEACHER: _____

STUDENTS

POINTS EARNED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

****COVERING TEACHER SHOULD LIST ALL STUDENT NAMES; IF A STUDENT IS NOT PRESENT IN CLASS, THE REASON FOR THEIR NOT BEING IN CLASS SHOULD BE INDICATED IN THE "POINTS EARNED" COLUMN (ABSENT FROM SCHOOL, PSR, RELATED SERVICE, ETC.)**

COMMENTS FROM COVERING TEACHER: _____

****COVERING TEACHER IS TO PLACE ALL STUDENT WORK, ALONG WITH COMPLETED PLANNED ABSENCE FORM IN THE APPROPRIATE MAILBOX BEFORE LEAVING AT THE END OF THE SCHOOL DAY**

SPETEMBER 1, 2016