

Vacaville Christian Middle School
Pre-Planned Absence Form
(Subject to Administrative Approval)

Steps To Complete Form Correctly

1. Parent fills out form (available in MS office or linked in the MS newsletter)
2. Form is brought to office to be signed off by the Vice Principal or Principal
3. Form is given to student to have all their teachers fill out
4. Form is brought back to office so a copy can be made for administrative processing

Student Name: _____ Grade: _____ Date: _____

Expected Dates of Absences: _____

Reason/Purpose of Absence: _____

Parent Signature: _____

Vice Principal/Principal's Signature: _____

Teacher/Subject	Assignments

Please Note: All make-up work is due upon return to school. Late work may incur a consequence. Refer to the Student Handbook. *This form must be completed and returned to the office before you leave. You will receive a copy to take with you.*