

**Sevastopol Middle and High School
Planned Absence Form**

*Properly completed forms must be submitted to the
Middle or High School Office the day before you leave.*

*****For absences of three or more days please call the office a week in advance.*****

1. Have your parents sign the form and fill in the dates that you will not be attending school.
2. Have your parents call and confirm the absence.
3. Have your teachers sign, give you your assignments, and estimate your current grade.
4. Have your parents review your assignments and current grades.
5. Have the principal approve your absence.

Student _____

Date(s) of Absence _____

Currently in Athletics: ☐No ☐Yes. If so, complete the back side.

Reason for Absence _____

Parent Signature _____

Principal Signature _____

Period	Assignment/Comments	Current Grade	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
8			



ATHLETIC DEPARTMENT

Pre-Planned Absence Form

Properly completed forms must be submitted to the athletic director the day before you leave.

1. Have your parents sign the form and fill in the dates that you will not be attending school/practice.
2. Have your parents communicate and confirm the absence with the coach prior.
3. If school will be missed, have your teachers sign, give you your assignments, and estimate your current grade and attach to this sheet.
4. Have your parents review your assignments and current grades if during a non-school sponsored break.
5. Have the coach share with you what can be done in your absence and communicate any consequences that may result based on the absence.
6. Return the form to the athletic director.

Student _____

Date(s) of Absence _____

Reason for Absence _____

Parent Signature _____

The athlete and the coach have discussed the following:

- ☐ What can be done while missing if applicable. Indicated below.
- ☐ How/if the absence may or may not impact them when they return. Indicated below.

Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

****Properly completed forms must be submitted to the athletic director the day before you leave.****