



Avon Lake High School Student Planned Absence

Step 1: Parent

Student Name: _____ Grade: _____

Date from _____ through _____

Reason for absence: _____

Where is the student traveling _____

Parent Signature: _____ Date: _____

Step 2: Student & Teacher(s)

PERIOD	SUBJECT/CLASS	TEACHER NOTES	TEACHER INITIALS
1			
2			
3			
4/5			
6/7			
8/9			
10			
11			
12			

Step 3: Office use only Administrator

Assistant Principal Signature: _____ Date: _____

Assistant Principal Notes: _____