

Total absences to date: \_\_\_\_\_

**Tandem Friends School  
Student Planned Absence Form**

**Administrative Support Staff:** Indicate total absences to date for the year in upper right corner. Please mark appropriate box below:

**This absence is considered:**

- Excused
- Unexcused
- An approved college visit (not counted as an absence)

**Teachers:** Do not sign until your Division Director has signed.

**Please excuse** \_\_\_\_\_ from school for the **following dates and times:**

(date and time): \_\_\_\_\_ to (date and time): \_\_\_\_\_

for the following reason:

\_\_\_\_\_.

It is understood that the student will miss class time and must speak with teachers in advance to get assignments.

**Signatures:**

**Parent:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**US, MS Director, Dean of US Students:** \_\_\_\_\_

Classes missed:	Teacher Initials:	Must make up:		
		Class- work	Home- work	Quiz/ Test
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____

**Students:** Please give form to Administrative Support Staff when completed properly.