



St. Mary
of the Lakes
SCHOOL

Pre-Planned Absence Form

**Please complete one form per student
Please complete this form and return it to the principal's office.**

Makeup work will be given on the date of return to school. Parents are responsible to see that the material covered in class is mastered. The student is responsible to make up all tests, quizzes, submit papers or projects which were scheduled during the absence from school. Teachers will provide dates and times for making up tests at their discretion.

Family Name: _____

Name/s and Homeroom/s of Student/s

Dates of Absence _____

Return Date _____

* Reason for Absence and Destination _____

Parent Signature _____

Date work is Due (to be completed by the teacher) _____

Teacher's Signature _____

Principal's signature _____

** Please note that a 14 day quarantine may be required upon return dependent upon destination.*