GIBAULT CATHOLIC HIGH SCHOOL
PLANNED ABSENCE FORM

This form must be filled out IN ADVANCE of a scheduled absence. Teachers, the Dean of Students, parents, and other moderators may all be required to sign this request and grant permission for a student to be absent. The student is responsible for all work/study that is done during the period of the absence. Gibault assumes no liability for students when they are off campus under a planned absence. Students may be considered truant if this form is not properly and completely filled out by all parties concerned. The Dean of Students should indicate in the space provided which signatures are required. All planned absence forms must be returned to the Dean of Students in order for the student to be properly dismissed for the school day.

Name of Student:_____Date of request:_____

Date of Planned Absence:_____ Cycle day:_____ Time of absence:_____

Reason for request:_____

List classes to be missed	Mods	Teacher	Teacher Signature	Assignment

_____
PARENT SIGNATURE

_____
DEAN OF STUDENTS SIGNATURE

Form must be returned to the Dean of Students at least 24 hours prior to date of Planned Absence.