

NAME: _____ Dates of _____
Planned Absence

Explanation of Absence: _____

**Londonderry High School
Planned Extended Absence Form**

Student: Please complete the information below, collect the required signatures and return this form ONE WEEK BEFORE the date of absence.

As stated in the student handbook. "A maximum of three school days per academic year will be allowed for family vacations; vacation absences in excess of three days will be charged against the student's record for the purposes of attendance policy. Make-up work will be given to the students either before or after the absence based on what the teacher deems most beneficial for the student." Completion of this form is for the purpose of teacher notification, not to "excuse" the absences.

Student's Courses:

Teachers' Signatures:

A _____

A _____

B _____

B _____

C _____

C _____

D _____

D _____

E _____

E _____

F _____

F _____

G _____

G _____

H _____

H _____

Students are encouraged to schedule time to meet with teachers outside of regular class time (before school, after school or during study/lunch) either prior to the absence or soon after they return to school

Parent Signature: _____

Assistant Principal Signature: _____