



The Woodward School for Girls
PRE-PLANNED ABSENCE FORM

Name of Parent/ Guardian Completing This Form	
Student Name and Grade	
Date(s) of Planned Absences	
Reason for Absence	

I understand consistent attendance is essential to a student's academic success and community engagement. There is no more powerful predictor of student achievement in both middle and upper school than student attendance. Missed school is missed curriculum.

I understand that my student assumes primary responsibility for keeping up with school work during this period of voluntary absence and they will notify teachers at least three (3) school days prior to any planned absence. Teachers must sign the back of the form to indicate they know the student will be missing from the class, and they have discussed the work that will be due during the time of the absence. I further understand that certain classroom activities such as films, speakers, labs and class discussions cannot be duplicated and may result in a lower achievement grade.

FINALLY, I AM AWARE OF WOODWARD'S ATTENDANCE POLICY WHICH LIMITS TOTAL NUMBER OF UNEXCUSED ABSENCES IN ANY GIVEN QUARTER. EXCEEDING THIS NUMBER WILL RESULT IN AN OVERALL GPA REDUCTION.

Forms submitted after the absence will NOT be accepted.

SIGNATURE OF PARENT OR GUARDIAN

DATE

Subject	Assignments	Teacher initials

SIGNATURE OF STUDENT