

**T. J. Walker Middle School  
Planned Absence Form**

*Properly completed form must be submitted to the Middle School Office  
two days prior to leaving for an absence greater than 1 day.*

1. Have your parents sign the form and fill in the dates that you will not be attending school.
2. Have your parents call and confirm the absence.
3. Have your teachers sign, and give you your assignments.
4. Have your parents review your assignments and current grades.
5. Have Mr. Watermolen approve your absence with his signature.
6. Assignments should be turned in on the day you return unless an alternate due date was established with the teacher before leaving.

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

Date(s) of Absence: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Period	Assignment/Comments	Current Grade	Teacher Signature
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			

Principal Signature \_\_\_\_\_