



Planned Absence

3100 Ridge View Drive, Erie, Colorado 80516 - (303) 828-4944

(for individual classes or entire day/s)

Please submit notice **to the office** after obtaining necessary signatures. Please make arrangements as far in advance as possible. Make-up assignments will not be accepted (except for emergencies) without prior notice of absence.

Students Name: _____ Parents Authorization: _____

Today's Date: _____ Dates (or times) of
of planned absence: _____

Reason for absence: _____

Please notify your teacher(s) and get their signature(s). Assignments must be turned in before absence unless otherwise specified by the teacher.

Teacher:	Signature:	Comments:
_____ Marissa Harwell	_____	_____
_____ Sandy Hepp	_____	_____
_____ Kenya Sanchez	_____	_____
_____ Shondra Cizek	_____	_____
_____ Sandy Hodgson	_____	_____
_____ Andrew Jones	_____	_____
_____ Marit Guild	_____	_____
_____ Pat Koh	_____	_____
_____ Holly Curtis	_____	_____

Office Use Only:

_____ Excused Not Excused _____
Date Principal/Registrar