This form will be used by students to arrange with teachers the completion of missed work while out of class for a school sponsored activity. The completed forms MUST be filed with the Assistant Principal at least **three (3) days prior** to the date of the activity. Failure to complete and file the form may lead to being denied permission to participate in the activity. Completed forms should be submitted to *staff member authorizing activity.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student Name Date of Activity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Activity Signature of Staff Member Authorizing Activity

**Teacher Approved Work Make-Up Plan**

Teachers should initial under their preferred plan. Students only need to get teacher approval for classes they will be missing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Class** | **Current Grade** | **Pre-Submit Work before event** | **Make-up within 3 days after event** | **Date** |
| 0 |  |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| Teacher Comments: |

Teacher initial is ONLY notification that student will be attending the school sponsored activity and NOT permission to attend the activity.