

**MOHAWK SCHOOL
PRE-PLANNED ABSENCE FORM**

=====

(Pre-Planned Absence will count against cumulative total days for school year)

I would like to request that _____ (_____) _____
 Student's Name Grade
 be given a Pre-Planned Absence for the following dates: _____.

The reason for this request is:

- _____ **College Visitation** – These will be counted as excused absences. **Limit 2**
 College Name: _____ (Bring back documentation).
- _____ **Wyandot County Fair** – During fair week students must attend school unless they are showing, selling, on the Junior Fair Board or similar position.
 - a. Students involved in a Mohawk High School, VoAg or FFA project will be counted as in attendance.
 - b. Students involved in a non-school activity (such as 4-H, showing, etc.) will be counted as absent excused.
- _____ **Family Vacation** – Vacations on which the student is accompanied by their parents/guardians. (One per year. Cannot be taken the week ending each semester)
- _____ **School Related** –Teacher/Coach Sponsoring Event: _____
- _____ **Other:** _____

Circle One: APPROVED DISAPPROVED

 Principal's Signature Parent Signature Date

PRE-PLANNED PROCEDURE:

1. **A failing grade will prevent the Pre-Planned Absence from being approved.**
2. Students pick up form and have parents complete.
3. Student takes form to teachers and has teachers complete.
4. For a School Related Event: The student will turn in form to the Coach/Teacher Sponsor for review. Coach/Teacher Sponsor shall submit student(s) request **at least 2 days prior** to the office to have PPA request reviewed for approval (office will keep copy for records).
5. **All events require 2 days prior notice.** Student returns completed PPA to the office to have request reviewed for approval (office will keep copy for records).
6. **Student is responsible for obtaining paper assignments prior to the absence.** Some assignments will need to be completed during the absence by checking student emails, Google Classroom, or other online resources.
7. **All assignments must be completed/returned to teacher upon return to class to receive credit.**

Period	Class/Teacher	Present Grade	✓ Indicates Assignment Type	Teacher Signature
1.	_____	_____	Paper _____ Online _____	_____
2.	_____	_____	Paper _____ Online _____	_____
3.	_____	_____	Paper _____ Online _____	_____
4.	_____	_____	Paper _____ Online _____	_____
5.	_____	_____	Paper _____ Online _____	_____
6.	_____	_____	Paper _____ Online _____	_____
7.	_____	_____	Paper _____ Online _____	_____
8.	_____	_____	Paper _____ Online _____	_____
9.	_____	_____	Paper _____ Online _____	_____
10.	_____	_____	Paper _____ Online _____	_____
11.	_____	_____	Paper _____ Online _____	_____
12.	_____	_____	Paper _____ Online _____	_____