



Planned Absence

Vacation/Family Obligations/College Visit/Medical

Daily attendance at Auburn Career Center is essential for a student to gain the maximum value of classroom instruction. Due to many hours of lab instruction, make up work cannot replace or truly substitute for a missed class. If any absence is necessary, a student should make every effort to work with the teacher to try and recapture the loss of class time through the completion of missed assignments and/or additional projects.

Excused absences **may be granted** upon the completion of a guided project directly related to the student's career path. The project must be pre-approved by both the student's Instructor and Auburn's Director of High School. The status of the absence will be determined upon completion and approval of the project.

Planned Absence Project Proposal

Name of Student: _____ Date: _____

Date of Absence(s): _____ Destination: _____

Name of Instructor: _____ Program: _____

Reason for Absence: _____

Project Proposal and Work while out: _____

Approval of Project: _____

Parent/Guardian signature/date: _____

Associate School High School Administrator signature/date: _____

Career and Technical Instructor's signature/date: _____

Academic on Line Instructor signature/date: _____

Director of Business Partnerships/Internships: _____

Auburn Director of High School signature/date: _____

Note: This form must be completed prior to any planned absence. A copy of the actual project proposal must accompany this form.