



Absence Request

Grade 7-12

- Procedure:
1. Have Section A filled out by parent
 2. Have Section B filled out by the Principal
 3. Secure the signature of teacher
 4. Return completed form to the Principal before the day(s) of absence

SECTION A- Filled out by parent

Name of Student _____ Grade _____ Date of Request _____

Date(s) to be absent _____ Number of Days _____

Reason: _____

Parent's Signature _____ Date _____

Please read the following stipulations regarding an Absence Request:

An Absence Request form may be obtained from the Principal if an absence is unavoidable. The student must obtain the form at least two days **prior** to the absence. If the Absence Request is excused, the student will be allowed to make up his work. If the Absence Request is denied or if the number of absences requested cause the total number of absences to exceed the allotted days per semester, the absence will have no makeup privileges.

An approved Absence Request will inform the teacher of the student's forthcoming absence. However, the teacher will NOT be responsible for reviewing lectures, class discussions, or giving extra tutoring. It is the student's responsibility to see the teacher about all make up work. All make up work is due on the day the student returns to class. Tests missed will be made up on the first day back to school or a teacher's discretion. All other tests will be given on schedule or a teacher's discretion.

SECTION B- Filled out by the Principal

Number of days absent to date: _____

Signature of the Principal: _____

Excused _____ Unexcused _____ Date _____

SECTION C- Teachers' Signatures

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

Period 7: _____

Period 4: _____