



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 _____

An Absence Request form may be obtained from the Principal if an absence is unavoidable. The student must obtain the form **prior** to the absence. If the Absence Request is excused by the principle's office, the student will be allowed to make up his work.

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. The number of days missed is the number of days the student has to make up all missed work. The teacher should use discretion if much work was missed and/or tests/quizzes are being given on the day of return over material that was missed.

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: _____