

STUDENT ABSENCE REQUEST

Student's Name: _____

Date: _____ Grade: _____ Teacher: _____

Date & Days of Planned Absence: _____

Reason for Absence: _____

Note to Parents:

If practical, the teacher will give you assignments prior to this requested absence. This is at teacher discretion. It is expected that the completed work will be turned in on the first day the student is back in school. Failure to do so may result in penalties being assessed for late assignments.

If the teacher is unable to give assignments to be completed during the requested absence, the student will be responsible for contacting appropriate teachers upon return to school and completing the assignment under normal excused absence procedures.

Tests, if they were announced prior to the dates of the above absence, will not be rescheduled for a later date due to this absence. If the student returns to school on the day of the test, he/she will be expected to take the test with the rest of the class. If the test is given during the student's requested absence, the make-up will need to be on the first day the student returns.



Parent's Acknowledgment

I understand the condition under which this absence request is to be granted, and will insure that my child completes appropriate assignments and/or prepares for tests to be taken immediately upon return to school.

(Parent)

(Principal)

(Phone Number)

(Date Received)