

ADMINISTRATIVE ABSENCE APPROVAL

Name _____ Grade/Team _____

Is requesting permission to be absent from school _____

Students may request assignments to be completed before their absence; however, other additional make-up work may be necessary upon their return to school. It is the student's responsibility to complete all missed assignments in accordance with class expectation guidelines.

All teachers: please sign this form to acknowledge impending absence.

English:	Health/PE:
Math:	Elective:
Science:	Elective:
Social Studies:	Other

Attendance Policy Reminder to Parents:

The school division has established reasons for which an excused absence can be granted. These reasons follow: personal illness, severe illness or death in the family, exposure to contagious disease, religious holiday, extremely inclement weather or school-related activities for which participation has been granted by the school. Absences for other reasons, including out-of-school suspension, are considered unexcused absences. Absence for any other reason other than those stated above must receive prior permission from the school administration. Request for this approval should be written and submitted as soon as possible, but no later than 24 hours prior to the date requested. The reason for the request and the length of the absence must be provided. In all cases of absence or tardiness, students must present a written excuse from a parent/guardian to the school stating the reason. Students with excessive absences from class per semester (7 for a block class or 13 for a non-block class), excused or unexcused, are at risk for failing the course for that semester.

Parent Signature _____

Principal Signature _____

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Date _____

This absence will be marked as

- Other Excused
- Other Unexcused

**THIS FORM MUST BE TURNED INTO THE MAIN OFFICE
ONCE IT HAS BEEN SIGNED BY ALL TEACHERS.**