

# REQUEST FOR EXCUSED ABSENCE

**NOTE:** State regulations prohibit absences other than emergencies, medical or dental reasons. Any other special considerations or requests must be approved by the school in advance. Students are responsible for making up work that is missed during any absence and should be made up within the guidelines outlined in the student handbook. Unless otherwise specified this form must be filed for any anticipated absence. When a student will be out of school for an extra-curricular activity, he/she is still responsible for assignments due that day and the following day.

**NAME OF STUDENT:** \_\_\_\_\_

**REASON FOR REQUEST:** \_\_\_\_\_

**PARENT SIGNATURE VERIFICATION:** \_\_\_\_\_

**DATES TO BE ABSENT:** \_\_\_\_\_

**AUTHORIZED SCHOOL OFFICIAL:** \_\_\_\_\_

*IN THE EVENT THAT A STUDENT MISSES 21 DAYS FROM A FULL YEAR COURSE, OR 11 FROM A HALF-YEAR COURSE, CREDIT MAY BE WITHHELD. (Student/Parent Handbook, Page 36)*

**\*\*\*\*(Not to be filled out until the administration has signed the form.)\*\*\*\***

Class	Teacher Signature	Assignment
1		
2		
3		
4		
5		
6		
7		

***THIS FORM MUST BE PASSED INTO THE OFFICE BEFORE LEAVING.***