



## Middle School Extended Absence Worksheet

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates of absence: \_\_\_\_\_ Number of days absent: \_\_\_\_\_

*Students who miss three or more consecutive days should use this form to facilitate clear communication of make-up work expectations. Attach additional sheet if necessary. Submit a copy of the completed form to office of the Division Head.*

**Block 1 Class:** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher Initials: \_\_\_\_\_

**Block 2 Class:** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher Initials: \_\_\_\_\_

**Block 3 Class:** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher Initials: \_\_\_\_\_

**Block 4A and 4B Classes (if applicable):** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teacher Initials: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

**Block 5 Class:** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teacher Initials: \_\_\_\_\_

**Block 6 Class:** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teacher Initials: \_\_\_\_\_

**Block 7 Class:** \_\_\_\_\_

Work excused: \_\_\_\_\_

Work to be made up (description and due date): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teacher Initials: \_\_\_\_\_

*Attach additional sheet if necessary. Submit a copy of the completed form to office of the Division Head.*