

EXCUSED EXTENDED ABSENCE APPLICATION

(For 3 or more consecutive days)

STUDENT NAME _____ DATE _____

DATES OF EXPECTED ABSENCE: _____ thru _____

REASON FOR ABSENCE: _____

Parent Signature / Date

PRIOR to extended absences, a parent/guardian will need to send a note or call the office to clear absences. Late work will not be accepted by any teacher if absences are not cleared. Present this form to each of your teachers 1-2 days before leaving. They will provide you with the work you will be missing. Arrange to complete all assignments, tests, quizzes, and/or labs.

PER.	COURSE	HOMEWORK ASSIGNMENT(S)	TEACHER SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			

Upon completing the work, have each of your teachers sign this form again indicating that the work was completed and turned in. Keep this form for your records until the term ends.

PER.	COURSE	WORK COMPLETED? (Y/N) COMMENTS	TEACHER SIGNATURE AND DATE
1			
2			
3			
4			
5			
6			
7			
8			