

**PARENT REQUEST FOR EXTENDED ABSENCE DUE TO PERSONAL REASON
(Extended Absence= 3 or more days)**

The form needs to be completed & returned to the main office 1 week prior to the start of the absence.

By state law vacations are unexcused absences and grade level administrator's signature does not indicate approval, simply notification. A copy of this request will be filed in the student's attendance file. Since personal vacations are not excused absences, teachers are not responsible for preparing materials in advance for students. Work will be kept for students to complete upon their return. This will minimize inconsistent assignments and allow the teacher greater supervision of the student's work.

It is the student's responsibility to inform teachers of their absence and meet with them upon their return regarding make-up work. Utilize the "Student Plan When Returning From an Extended Absence" form to coordinate make-up assignments.

Student Name		Grade	
Dates of Absence			
Reason for Absence			

Pattern One Classes

Period	Class	Teacher Name
1		
2		
3		
4		
5		
6		
7		

Pattern 2 Classes That Do Not Meet on Pattern 1

Period	Class	Teacher Name

Parent Signature		Date:
Grade Level Administrator Signature		Date:
Grade Level Counselor		Date: