

grade _____

Notified Absence Form

_____ will miss class(es) on _____
name date(s)

reason _____

We understand that if this absence is considered excused by the Dean of Students, it is the student's responsibility to make up all work within the guidelines set and agreed upon by the student and teacher. Please obtain signatures from the teachers of the classes that you are missing. Please obtain the signatures in the following order: teacher(s), parent/guardian, advisor, class dean, dean of students, college counselor (if applicable).

	course title	teacher signature
A Block	_____	_____
B Block	_____	_____
C Block	_____	_____
D Block	_____	_____
E Block	_____	_____
F Block	_____	_____
G Block	_____	_____

parent/guardian signature

advisor signature

class dean signature

dean of students signature

college counselor
(for college related absences only)