

BROOKVILLE HIGH SCHOOL

REQUEST FOR ABSENCE

Student: _____

Grade: _____

Requested date(s) of absence from school beginning _____ to _____
(month/day/year) (month/day/year)

I hereby request that the above student be given permission to be absent from school on the dates specified for the following reason:

_____ Family vacation

_____ Church or youth group sponsored function

_____ Emergency work at home/farm
Describe work to be done _____

_____ Other - Describe below:

The reason for the absence is: _____

Regardless of the reason or the time of year, when a student misses classes, they miss academic opportunities. This has the potential to negatively affect the student's grades in their classes. Much consideration must be given prior to requesting an extended absence from school. According to board policy, the days will be considered unexcused, however, make-up privileges will be granted. This absence disqualifies the student from the attendance exam waiver.

This request should be made far enough in advance to allow the student the opportunity to make up as much work as possible prior to the absence. Teachers will make every attempt to provide work prior to the absence; however some work may only be available on the return to school. It is suggested to regularly check Progress Book and the teacher's website for assignments. The student will be given the same number of days as missed to make up work. This number **shall not exceed five (5) days and the request cannot be made during the last two weeks of the semester.** Parents and students are advised that the work missed must be completed before credit can be given. Missed work (homework, quizzes, tests, projects, etc.) will be due by 3:00 pm on _____.

Parent/Guardian: _____ Date: _____

Principal: _____ Date: _____

Notes: _____

