

# MONTROSE AREA JUNIOR-SENIOR HIGH SCHOOL

75 Meteor Way, Montrose, Pennsylvania 18801-9507  
 Telephone: 570-278-3731 / Fax: 570-278-6290 / www.masd.info

## SCHOOL-RELATED ABSENCE REQUEST FORM

<b>Student:</b>		<b>Grade:</b>
<b>Date(s) of Absence:</b> (If partial day, periods you will miss)		
<b>Event / Reason for trip:</b>		
<b>Organization/Club:</b> (if applicable)		
<b>Advisor Signature:</b> (if applicable)		
<b>Parent Signature:</b>		
<b>Comments:</b>		
<i>Assignments must be completed by the next time that class meets unless otherwise specified</i>		
<b>Period</b>	<b>Teacher Signature</b>	<b>Assignment * add details on reverse side as necessary</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>For office use only</b>		
Attendance percentage: ____ Illegal or unexcused absences: ____ School-related days taken to date: ____		
<i>School policy allows for a limited number of <u>pre-approved</u> school-related absences, with proper documentation, for field trips, club activities, college visits and placement testing, military service, recruiting and testing, 4-H activities, educational opportunities not available within the district and community service or job shadowing related to a graduation project. Each student's current attendance, academic standing and discipline history are evaluated as part of the approval process. Forms should be submitted to the office, unless otherwise specified by the activity advisor, no earlier than one week in advance but at least one full school day before the requested absence.</i>		
Administrator's Signature: _____ Approved: _____ Denied: _____		