



# Field Trip Sport Competition Religious Holiday Assignment Sheet for Missed Classes



These absences are recorded as **exempt** if students complete the procedures below. These absences are not counted towards the maximum number of absences allowed in a course.

**Procedure:**

1. The student must contact each teacher **before leaving**. Complete the form below with the assignment and the due date. A separate form must be completed for each day of absence. A parent **MUST** call the Attendance Line (248- 676-8379) to report the absence.
2. Unless a **prior** arrangement has been made with the teacher, students **are not** given any extra time to make up missed work. Work is due immediately upon return to class.
3. Any work due on or during the absence must be turned in **before** the student leaves unless other plans are made with the teacher.
4. **Teachers may count as late or refuse to accept any work that is not handled in the manner outlined on this page.**  
**This completed sheet must be shown to the head chaperone or office before the student leaves the building.**

**Name of Activity** \_\_\_\_\_ **Date & Time** \_\_\_\_\_ A or B day \_\_\_\_\_

**Student Name** \_\_\_\_\_

Period 1: Class \_\_\_\_\_ Teacher \_\_\_\_\_

Assignment \_\_\_\_\_

\_\_\_\_\_ Due date \_\_\_\_\_

Period 2: Class \_\_\_\_\_ Teacher \_\_\_\_\_

Assignment \_\_\_\_\_

\_\_\_\_\_ Due date \_\_\_\_\_

Period 3: Class \_\_\_\_\_ Teacher \_\_\_\_\_

Assignment \_\_\_\_\_

\_\_\_\_\_ Due date \_\_\_\_\_

Period 4: Class \_\_\_\_\_ Teacher \_\_\_\_\_

Assignment \_\_\_\_\_

\_\_\_\_\_ Due date \_\_\_\_\_