Madrona Middle School
Request for Excused Absence (3+ days)
Prior Principal Approval Required

(For absences other than illness, dental or medical appointments, or religious observations)

Vacations during the school year are strongly discouraged.

STUDENT'S PROCEDURE:
1. HAVE PARENT COMPLETE TOP PORTION AND SIGN
2. ROUTE TO EACH TEACHER FOR SIGNATURE
3. RETURN TO OFFICE PRIOR TO ABSENCE

Student Name: _____ Grade: _____ Today's Date _____

Dates of absence: _____ Number of academic days that will be missed: _____

Reason for absence _____

Tell us what you will do with your child during this time away from school so your child does not fall behind. (***Please note***: assignments are not provided in advance. The teacher may require some work to be made-up upon return and some learning experiences cannot be made up, i.e. classroom discussions and labs.):

_____

_____

Parent/Guardian Signature: _____

Teacher Review (will be completed by the classroom teacher):

PERIOD	SUBJECT	TEACHER SIGNATURE	COMMENT
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____

Principal's Decision: Excused _____ Unexcused _____

Signature: _____ Date: _____

Upon completion of form: Original: Office Copy: Parent/Guardian