

VTEC HIGH SCHOOL

STUDENT REQUEST FOR ABSENCE

DATE: _____

Student: Hand this form to your teacher at the beginning of each class.

It is necessary that _____ be out of classes
on _____ periods _____ to _____.

He/she will be attending _____.

Please complete the form below for each period you have this student in class.

Assistant Principal/Teacher

Teacher Comments: (Use code number)

1. Absence will seriously affect student's class work.
2. Student could miss class if work is made up.
3. Work is such that it cannot be made up.
4. No make-up required.

Period	Teacher	Subject	Comments	Approx. Grade	Work that will be missed during absence--to be made up.
1					
2					
3					
4					
5					
6					