

EXTENDED ABSENCE APPROVAL FORM

Corporate Landing Middle School

Student Name: _____

Grade level: _____

In order for an extended absence from school to be excused, this form must be obtained at least one week in advance of the absence. All teachers must be made aware of the absence and indicate such in the spaces provided below. Once all teachers have indicated their awareness, the form should be signed by the parent and student and return to the main office of the school. Failure to follow these guidelines could result in an unexcused absence.

Specific dates of absence from school: ____/____/____ thru ____/____/____

| Bell | Teacher Signature | Work given in advance | Work to be completed upon return |
|------------|-------------------|-----------------------|----------------------------------|
| Elective 1 | | | |
| Elective 2 | | | |
| A1 | | | |
| B1 | | | |
| A2 | | | |
| B2 | | | |
| other | | | |

Please be aware that optional absences of two or more days in length can have a detrimental effect on a student's grades. Since an essential part of all instruction takes place in the classroom, there will be activities and learning experiences that cannot possibly be recreated or made-up. The students will be responsible for acquiring the knowledge that was gained during the instructional time missed and may be asked to demonstrate acquisition of that information on tests, quizzes, or other assessment devices. Every effort should be made not to miss classes a week prior to the end of each nine weeks, during SOL exams, or five days prior to the end of school. The administration of early exams may not be possible.

Parent Signature _____

Student Signature _____

| Office Use Only | | |
|------------------|----------------------|--------------------------|
| Absence Approved | Absence not Approved | Administrators Signature |
| | | |