

# SPECIAL ABSENCE REQUEST 2022-2023

Morton West High School Attendance Office



MWHS does not encourage parents/guardians to take students out of school because of the loss of instructional time and the possibility of falling behind in schoolwork. This request form must be completed and submitted in the event that a student must miss **more than three school days** due to college visitations, career-oriented activity, family obligations or other compelling reasons. This form must be submitted **THREE SCHOOL DAYS PRIOR** to the scheduled absence(s). Students **MUST** obtain pre-approval from their parent/guardian and each teacher. **IMPORTANT: Final exams cannot be rescheduled for another date unless it is for documented medical reasons.**

## STEP ONE:

Dates of Absence:	
Student Name:	Student ID #:
Reason for Absence:	

## STEP TWO:

Parent/Guardian Signature:	Parent/Guardian Phone #:
Parent/Guardian Name (PRINT)	Parent/Guardian Email:

## STEP THREE: (student to bring to each of his/her teacher(s):

**Teachers:** Permission has been *requested* to allow the above-named student a leave of absence during the school year. Please, at your discretion, assign classwork and homework that needs to be completed during this leave.

SUBJECT	ASSIGNMENT	TEACHER SIGNATURE
Per. 1		
Per. 2		
Per. 3		
Per. 4		
Per. 5		
Per. 6		

## STEP FOUR: TAKE A PICTURE OR MAKE A COPY OF THIS COMPLETED FORM. THEN RETURN THIS FORM TO ATTENDANCE OFFICE

STEP FIVE (completed by office staff/admin): DATE RECEIVED (Must be 3 school days before leave begins): \_\_\_\_\_

Administrator Signature:	Admin Notes:
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**SOLICITUD DE AUSENCIA ESPECIAL 2022-2023**  
**Oficina de Asistencia de la Escuela Secundaria Morton West**



MWHS no alienta a los padres/tutores a sacar a los estudiantes de la escuela debido a la pérdida de tiempo de instrucción y la posibilidad de atrasarse en el trabajo escolar. Este formulario de solicitud debe completarse y enviarse en caso de que un estudiante deba perder **más de tres días escolares** debido a visitas a universidades, actividades orientadas a la carrera, obligaciones familiares u otras razones imperiosas. Este formulario debe ser presentado **TRES ESCUELA DÍAS ANTERIORES** a la(s) ausencia(s) programada(s). Los estudiantes **DEBEN** obtener la aprobación previa de sus padres/tutores y cada maestro. **IMPORTANTE: Los exámenes finales no se pueden reprogramar para otra fecha a menos que sea por razones médicas documentadas.**

**PASO UNO:**

Fechas de Ausencia:	
Nombre del estudiante:	Identificación del Estudiante #:
Motivo de la ausencia:	

**SEGUNDO PASO:**

Firma del Padre / Tutor:	Número de teléfono del padre/tutor:
Nombre del padre/tutor (en letra de imprenta)	Padre / Tutor Correo electrónico:

**PASO TRES: (el estudiante debe llevar a cada uno de sus maestros):**

**Teachers:** Permission has been *requested* to allow the above-named student a leave of absence during the school year. Please, at your discretion, assign classwork and homework that needs to be completed during this leave.

SUBJECT	ASSIGNMENT	TEACHER SIGNATURE
Per. 1		
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Per. 4		
Per. 5		
Per. 6		

**PASO CUATRO: TOME UNA FOTO O HAGA UNA COPIA DE ESTE FORMULARIO COMPLETADO. ENTONES DEVUELVA ESTE FORMULARIO A LA OFICINA DE ASISTENCIA**

**PASO CINCO (completado por el personal de la oficina/administrador): FECHA DE RECIBO (Debe ser 3 días antes de que comience la licencia): \_\_\_\_\_**

Administrator Signature:	Admin Notes:
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