

Extended Absence Request

(Must be completed prior to absence)

Student Name: _____ School: _____

Dates of extended absence: _____

Reason for extended absence: _____

School expectations for extended absences

Make-up work will be provided in a **reasonable** manner:

- What can be provided ahead of the trip – with reasonable effort by the teacher – will be;
- What cannot be provided ahead of the trip will be given to the student when s/he returns;
- The student will have a reasonable (tbd by the teacher) amount of time to complete assignments;
- Reasonable dates will be established by the teacher for when assessments will be completed; and
- The teacher will not be required – beyond reason – to provide assistance in getting the student caught up.

Note: The parents should be encouraged to have the student read on a regular basis. The student may be required to research, write and present to the class on the experience.

Parent Signature: _____ **Date:** _____

Parent Contact Phone # _____

Approved	Concern	Principal	Date
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Noted Concern: _____

Staff Member: The parent/guardian of this student, in compliance with the Board of Education Policy, requests permission for this student to be absent from classes. This form must be signed below by the child's teacher(s) and returned to the School Office before departure.

Students in elementary school:

Homeroom/classroom teacher _____ Teacher concerns _____

Students in middle and high school:

1st Hour _____	Teacher concerns _____
2nd Hour _____	Teacher concerns _____
3rd Hour _____	Teacher concerns _____
4th Hour _____	Teacher concerns _____
5th Hour _____	Teacher concerns _____

A copy of this form shall remain in each student's CA-60 for the current school year