

**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

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***