

PIONEER HIGH SCHOOL

REQUEST FOR EXTENDED ABSENCE

This *Request for Extended Absence* form is to be completed by the parent/guardian *IF THE STUDENT PLANS TO BE ABSENT FOR 3 OR MORE DAYS DURING REGULAR SCHOOL SESSION, OR IF HE/SHE PLANS TO BE ABSENT 1 OR 2 DAYS BEFORE OR AFTER A SCHOOL VACATION.* This form is then submitted to the student's Class Principal 5 or more days prior to the first day of the extended absence. Submission of this request reflects the parent/guardian's and the student's awareness of the following conditions:

1. Students are expected to consult with their teachers prior to the extended absence, and may be required to complete assignments prior to the beginning of the extended absence. Many learning activities cannot be made up. Homework assignments are only a part of the learning process.
2. Being absent for an extended period makes it difficult to complete required homework and tests. This could have an adverse effect on the student's grades.
3. School personnel believe that regular attendance to classes during the school year is necessary for academic success.

PARENT: PLEASE COMPLETE THE FOLLOWING INFORMATION

Student Name

Grade

Student ID Number

Reason for Absence

Dates student will be absent

Signature of Parent or Guardian Date

Home phone #

Work or Cell #

TEACHER: This absence is excused unless you hear from the administrator. PLEASE PROVIDE THIS STUDENT WITH HOMEWORK ASSIGNMENTS TO COVER THE DATES OF ABSENCE.

TO: _____

FROM: Class Principal 9 10 11 12 _____ Date: _____

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The parent/guardian of _____ grade _____ has requested an extended absence for the period of _____. Reason given: _____.
PLEASE REVIEW THE STATUS OF THIS STUDENT IN YOUR CLASS, AND SIGN YOUR NAME FOLLOWING THE APPROPRIATE COMMENT:

- 1. Student's academic work is satisfactory and up-to-date. He/she should have no trouble completing the required makeup assignments. _____
- 2. Student's attendance is satisfactory and missing additional days listed above should not jeopardize completing required class assignments. _____
- 3.* Student's attendance is satisfactory, however, missing additional days listed above may jeopardize satisfactory completion of required assignments. _____
- 4.* Student's academic work is marginal, and missing additional class time will seriously jeopardize student's academic standing in this class. _____
- 5.* Student's attendance pattern is marginal, and missing the days listed above will seriously jeopardize student's academic standing in this class. _____
- 6.* Student's academic work is unsatisfactory, and missing additional class time will almost certainly result in student failing this class. _____
- 7.* Student's attendance pattern is unsatisfactory, and missing additional days will almost certainly result in student not being able to complete required assignments. _____

8. COMMENTS _____

* PARENTS WILL BE NOTIFIED IF THESE COMMENTS ARE SIGNED BY THE TEACHER

The student is to return this form to their Class Principal by _____. Failure to return the completed form by the specified due date will result in the absence being recorded as UNEXCUSED.