



CCTL  
Absence Waiver Request



Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

List absences by class (please print)

Block	Teacher	Subject	Dates missed	Total days missed	# of days attempted to be made up	# of days requested to waive
1						
2						
3						
4						

Please explain why you feel some for your absences should be waived.

Documentation must be attached in order of waiver to be considered

1. Death in the family --- Submit memorial folder, funeral program, or obituary
2. Illness, injury, or quarantine requiring hospitalization -----note from physician, or discharge papers

Vacation/suspension – No waivers will be granted, students must make up all time.

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Home phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Work phone \_\_\_\_\_

For Committee Use

The committee has reviewed this request on \_\_\_\_\_, for the student named above

- We have waived absences for the classes as follows: \_\_\_ 1, \_\_\_ 2, \_\_\_ 3, \_\_\_ 4. (If your balance in any class is greater than three, you will have to make up those over three. The student can make up time up to two weeks after the close of the term.)
- We are unable to justify a waiver; therefore, all absences in excess of three will have to be made up. A FA (Future Attendance) or the actual grade if failing will be assigned to each class in jeopardy. The student can make up time up to two weeks after the close of the term.
- Other committee comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's Signature \_\_\_\_\_

Committee Chairperson \_\_\_\_\_