

## Extended Absence Request

(Please fill out top portion, sign and place in the Red Basket in the front office 2 weeks 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:

1. What can be provided ahead of the trip – with reasonable effort by the teacher – will be;
2. What cannot be provided ahead of the trip will be given to the student when s/he returns;
3. The student will have a reasonable (td by the teacher) amount of time to complete assignments;
4. Reasonable dates will be established by the teacher for when assessments will be completed; and
5. 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: \_\_\_\_\_

\*\*\*\*\*

**ATTENDANCE OFFICE ONLY: The parent/guardian of this student, in compliance with the Board of Education Policy, requests permission for this student to be absent from classes. Please get approval by the child's teacher(s) before having the Principals final approval.**

### **Students in Grades 3/4:**

Homeroom/classroom teacher: \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

### **Students in Grades 5 - 8:**

1st Hour \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

2nd Hour \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

3rd Hour \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

4th Hour \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

5th Hour \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

6th Hour \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

Ac Lab \_\_\_\_\_ Teacher concerns: \_\_\_\_\_

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