

One of Florida's First Charter Schools

**ADVANCED NOTICE OF EXTENDED ABSENCE**

This form must be completed by the parent/guardian and returned to the office, and **approved by the building administrator.**

This procedure **MUST** be followed in order **for the absence to be EXCUSED** (unless an emergency occurs.)

I, \_\_\_\_\_, find it necessary to be absent from school  
(Student's Name)  
\_\_\_\_\_, for the purpose of \_\_\_\_\_  
(Dates)

1st Period Teacher's Signature \_\_\_\_\_

2nd Period Teacher's Signature \_\_\_\_\_

3rd Period Teacher's Signature \_\_\_\_\_

4th Period Teacher's Signature \_\_\_\_\_

5th Period Teacher's Signature \_\_\_\_\_

6th Period Teacher's Signature \_\_\_\_\_

7th Period Teacher's Signature \_\_\_\_\_

**\*\*\* Students are responsible for checking their Google Classrooms, TeacherEase, and meeting with their teacher in order to ensure all missed work is completed.\*\*\***

Parent's Signature/Date \_\_\_\_\_

Administrator's Signature/Date \_\_\_\_\_

**IMPORTANT NOTICE**

\*The Walton County Code of Student Conduct (page 9), requires that a physician's statement be provided before excusing student absences in excess of 10 days during a school year. This includes absences for any reason, excused or unexcused. Please be aware that approval of the absences listed on this form will result in \_\_\_\_\_ absences, which will be included in the 10 absence total.

\*No more than **ONE** educational or family related trip will be excused during the school year except in the case of an emergency.