ROCHESTER COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

Extended Absence Request Form

*(This form must be completed **prior to** a planned absence of **5 days or more**)*

Student Name:

Dates of extended absence:

Reason for absence:

School guidelines for extended absences

Materials will be provided factoring in:

- What can be provided ahead of time with reasonable effort by the teacher
- What cannot be provided ahead of time and will be given to student upon their return
- The student will have a reasonable amount of time to complete the assignments, as agreed upon by the teacher.
- Reasonable dates will be established between student and teacher for any assessments that need to be completed upon the students return.
- This form must be completed, signed, and returned to the Main Office before departure.
- Students must speak with each of the teachers before your planned absence of ***5 days or more.***

YOU MUST COMPLETE THE CHART ON THE NEXT PAGE.

Hour	Class	Classwork/Homework Expectations	Missed Assessments, Projects or Presentations	Comments/Concerns	Teacher Signature
1					
2					
3					
4					
5					
6					

Student Signature: _____

Administrator Signature: _____

Date Received in Main Office: _____