

Jasper High School

Student Absence Request

Student Name: _____ Student ID _____ Grade _____

Parent Name: _____ Phone Number _____

Date of Request: _____

Date(s) of Absence: _____

Reason for Absence: _____

Please list the student's school-aged siblings, if any, and indicate the school attending:

Sibling's Name _____ attending school at _____

Parent Signature: _____ Date _____

ATTENDANCE POLICY: Regular attendance is essential for a quality education. We encourage your student to be present every day. Excused absences include temporary absences resulting from personal sickness, sickness or death in the family, and weather or road conditions making travel dangerous. Absences such as vacations and trips, babysitting, working, non-school sponsored athletic events and programs shall be considered unexcused.

In order for a student to make up and receive credit for work assigned during an unexcused absence, the student must submit a written notification of the planned absence to the principal one week in advance. When no prior notification is given, students shall receive a zero for all work assigned during the absence.

For office use only:

Excused _____ Unexcused _____

Make up work allowed _____ Make up work not allowed _____

Principal Signature: _____ Date _____