EXTENDED ABSENCE APPROVAL FORM
Corporate Landing Middle School

Student Name: Grade level:

In order for an extended absence from school to be excused, this form must be obtained at least two weeks in advance of the absence. All teachers must be made aware of the absence and indicate such in the spaces provided below. Once all teachers have indicated their awareness, the form should be signed by the parent and student and return to the main office of the school. Failure to follow these guidelines could result in an unexcused absence.

Specific dates of absence from school: _____/_____/_____ thru _____/_____/_____

Bell	Teacher Signature	Work given in advance	Work to be completed upon return
Elective 1			
Elective 2			
A1			
B1			
A2			
B2			
Thrive			

Please be aware that optional absences of two or more days in length can have a detrimental effect on a student's grades. Since an essential part of all instruction takes place in the classroom, there will be activities and learning experiences that cannot possibly be recreated or made-up. The students will be responsible for acquiring the knowledge that was gained during the instructional time missed and may be asked to demonstrate acquisition of that information on tests, quizzes, or other assessment devices. Every effort should be made not to miss classes a week prior to the end of each nine weeks, during SOL exams, or five days prior to the end of school. The administration of early exams may not be possible.

Parent Signature Student Signature

Date Date

Office Use Only		
Absence Approved	**Absence not Approved**	**Administrator's Signature Date**

Date Form Given: Date Received in Office: