



Extended Absence Request Form

This form is to be completed and submitted to the office at least one week prior to your proposed extended absence of 3 or more days. Not submitting this form properly may result in absences not being excused.

Name _____ Grade _____ Today's Date _____

Dates of absence _____

Reason for absence _____

During my absence I will have access to (check all that apply): Textbooks Internet E-mail

Parent Name _____ Phone # _____

Parent Signature _____ Date _____

This form should be signed by each of your teachers (follow a "Monday schedule") indicating that you have spoken to them regarding your absence. All school assignments must be made up within three school days. Exceptions require approval from the principal.

Class Subject	Teacher Signature	Teacher Comment
Period 1 _____	_____	_____
Period 2 _____	_____	_____
Period 3 _____	_____	_____
Period 4 _____	_____	_____
Period 5 _____	_____	_____
Period 6 _____	_____	_____
Period 7 _____	_____	_____
Period 8 _____	_____	_____
Period 9 _____	_____	_____

Principal's Signature _____ Date _____