

PARENT – APPROVED ABSENCE

Parents' have a right to take students from school for a period of planned absence, so this not a form requesting permission from the teachers. Rather, this form:

- 1) Notifies teachers in advance that a student will be missing a day or more of class time on a voluntary basis (non-required, non-emergency).
- 2) Gives teachers a chance to notify parents and the student what assignments could be completed for credit in advance of the period of absence. Teachers May also comment on the student's status in the course and on how the period of absence might affect the student's grade. The teacher is **NOT** responsible for make-up work with a student who leaves on a voluntary absence.

Must be done at least ONE DAY in advance of leaving: Student should visit with each teacher and complete schedule of assignments to be turned in **PRIOR TO** time of planned absence.

*Refer to page 33-35 of the Student Handbook for absence guidelines.

STUDENT'S NAME _____ **GRADE** _____

Period	Assignment	Teacher Signature

Student takes form home for parent's signature:

STUDENT'S NAME _____ GRADE _____
 Dates of planned absence _____
 Reason for Absence _____
 Parent Signature(s) _____

Student turns this form into the Attendance Secretary at least one day in advance of leaving.

Signature of Attendance Secretary _____