

Request for Student Absence Form

Terms and Conditions for vacation/leave when school is in session:

1. This form must be completed and submitted to the building principal no less than two weeks (14 days) in advance of the beginning date of the requested vacation/leave.
2. If this request is for an absence in excess of five (5) school days it will be considered an extended leave of absence. It is the student's/parents' responsibility to formulate an academic plan to maintain continuity of instruction in all classes. This plan must be given to the building principal in writing when the *Request for Student Absence Form* is submitted.
3. No excused absences will be approved to extend regular school holidays or vacations, (i.e. the day/s before or after Thanksgiving).
4. There will be no excused absences approved during weeks of standardized testing, final exams, or for students who are having academic difficulties, (i.e. a D/F in one or more classes).
5. If a book report, research paper, or project is due during the requested vacation time, the student must turn in said assignment/s before leaving.
6. All work given in advance of vacation/leave is due on the first day of the student's return to school to receive full credit. Assignments turned in late may receive a deduction per day late. Students have one day per day of absence to submit any work assigned during the vacation/leave, up to a maximum of five (5) school days. No credit will be given for assignments submitted beyond five (5) school days from the student's return to school.
7. All other policies regarding absences as stated in the *Student/Parent Handbook* will be enforced.

(Detach and submit this portion to the school office)

A. Fill out the portion below and submit to the office for Principal's decision.

Student Name: _____ Dates of Absence Requested: _____

Reason for Absence (be specific): _____

I have read and agree to the above listed terms and conditions. (please check and sign below)

Parent Signature: _____ Date: _____

Principal Signature: _____ Unexcused _____ Excused _____

B. After the principal has signed the form, you must take it to each teacher for notification. Return this form to the office. (For Jr. High and High School students only).

I have notified my teachers of my absence. Teacher initials by class period:

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____