EXTENDED STUDENT ABSENCE FORM

North Haven Community School
93 Pulpit Harbor Road
North Haven, ME 04853
207.867.4707

An extended student absence of more than two school days, due to family trips, college visits, etc., will be excused if this form is completed one week in advance of an extended absence. The student must take this form to her or his teachers so that assignments can be listed. The student's parent or guardian must sign in advance of the principal approving this request.

All written work assigned is due on the day of return. Tests and quizzes must be made up within one week of return. Special arrangements may be granted with individual teachers.

Noncompliance with the above procedures will result in absences being marked as unexcused. Thank you for your consideration.

STUDENT NAME:_____ DATE OF REQUEST_____

DATES OF ABSENCE_____

REASON(S) FOR ABSENCE _____

_____

PARENT SIGNATURE DATE PRINCIPAL SIGNATURE DATE

Class/Subject	Assignment	Teacher Initials