



Advanced Absence Form

Please note : this form is valid ONLY if filled out in advance.

Name of student _____

Grade _____ Today's date _____

Date(s) and class(s) student will be absent _____

Reason for absence (If more that one day, include reasons for all days.)

How will the student get the work while he is out? (This is necessary if missing one full day or more.)

Parent signature _____

(To be filled out by Administrator)

___ Excused absence for the date(s)/class(es) _____

(Please note: After two days of excused absence in one quarter, two points are deducted from the quarter grade for each subsequent excused absence in that quarter. See handbook.)

___ Excused absence due to extenuating circumstances for the date(s)/ class(es) of _____

(Please note: No points are deducted for excused absence due to extenuation circumstances.)

Administrator

Date

If signed and no box is check the absence is "Excused"



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