



REQUEST FOR APPROVAL OF PLANNED ABSENCES

STUDENT NAME: _____

GRADE: _____ HOMEROOM TEACHER: _____

DATES OF ABSENCE

FROM: _____

TO: _____

REASON: _____ DESTINATION: _____

PARENT SIGNATURE: _____

Requests for approval of absences for trips, etc. must be made in writing at least 2 weeks in advance for approval by the Principal for planned absences of 3 or more days. (For planned absences of 1 or 2 days, contact teachers directly.)

Family Handbook

1. MAKE UP WORK (excused absence or early dismissal):

It is the student's and parents' obligation to obtain all daily work and assignments. It is neither the teacher's nor another student's responsibility to see that the child receives his/her work. It is also the student's or parents' responsibility to arrange with the teacher a reasonable due date for submitting make-up work. Students who receive permission from the principal for an absence due to a special event, are expected to make arrangements with the teacher, in advance, prior to departure that will include make-up work.

THE FOLLOWING WILL BE COMPLETED BY THE PRINCIPAL:

APPROVED BY THE PRINCIPAL

PERMISSION DENIED BY THE PRINCIPAL

HOMEWORK ASSIGNMENTS ARE DUE ON: _____

Teachers notified:

Signature of the Principal

Date