

PARENT APPROVED ABSENCE

**updated 1/2015 **

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

- 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).
- Gives teachers a chance to notify parents and the student what assignments could be completed for credit in advance of the absence. Teachers may also comment on the student's status in the course and how the absence might affect the student's grade.

This form must be presented to teachers at least **ONE DAY** in advance of leaving. Prior to the absence, the student should visit with the teacher to complete a schedule of when assignments should be turned in for credit.

** Students and parents should refer to pages 28-30 of the Student Handbook for attendance guidelines. **

Period	Assignment / Teacher Comments	Teacher Signature
1		
2		
3		
4		
5		
6		
7		
8		

----- *Detach and turn bottom portion to Main Office prior to absence. Top portion is for the student's records.* -----

Student's Name _____ **Grade** _____

Dates of planned absence _____ Periods: 1 2 3 4 5 6 7 8 ALL

Reason for absence _____

Parent Signature (or attach parent note) _____