



## EXTENDED ABSENCE FORM

An Extended Absence Form must be completed by the parent/guardian and submitted to the school office for any consecutive absences three (3) days or more.

By signing below, I understand the following:

- That although the student can make up assignments, the benefit of a knowledgeable teacher leading a class discussion or engaging students in other learning experiences cannot be replaced. *Initial* \_\_\_\_\_
- That I may not request assignments in advance due to family vacation or trips. *Initial* \_\_\_\_\_
- That it is my responsibility to obtain makeup work. *Initial* \_\_\_\_\_
- That my student(s) will have one (1) day to complete school and homework for each day of the absence. If the student completes all work in the allotted time, they will be given full credit for the work. *Initial* \_\_\_\_\_

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|--------------|-----|---------|
| Student Name | Gr. | Teacher |
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| Student Name | Gr. | Teacher |
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| Student Name | Gr. | Teacher |
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Reason that student(s) will be absent from school \_\_\_\_\_

Dates that student(s) will be absent from school \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Date Teacher Informed:

Date Office Informed: