

Absence Notification Form

Instructions: A student who knows he/she will not be in school needs to complete this form at *least two days* prior to the absence. The student is responsible for obtaining all required signatures and initials, and for obtaining a Homework Assignment Form from each teacher. The Administrator will sign this form only when all signatures have been collected.

_____ will not be in school from _____ to _____

because of: College Visit to _____

Family Vacation _____

Other _____

I understand that my student is responsible for all work missed, in accordance with the student handbook, and agree to support the school in the enforcement of the policies in the handbook.

Parent Signature: _____

Student Signature: _____

Teachers Initials:

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th

Special instructions given by teachers (tests, projects due, etc.):

Administrator Signature: _____ Date: _____