

Secondary 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. The Administrator will sign this form only when all signatures have been collected.

Student Name: _____ Grade: _____

Day(s) of Absence: _____

Reason (be specific): _____

If an extended absence is anticipated (e.g., family trip, vacation, surgery), students will not have homework assigned, but will still be expected to keep up with quizzes, tests, and projects. Students are also responsible for content/knowledge taught while they are absent (e.g., textbooks, class notes, novels). Please keep in mind that for high school students, excessive absences (more than 10 percent of a semester's scheduled classes) will result in a grade reduction.

I understand that my student is responsible for all academic content missed (in accordance with the parent handbook) and agree to support the school in the enforcement of its policies.

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: _____