

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

Student Name: _____ Grade _____

Day(s) absent: _____

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*. They are also responsible for content/knowledge taught while they are absent (e.g., textbooks, novels).

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: _____

Administrator Signature: _____ Date _____

Teacher Initials (per class)

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

Special instructions and missed work:

Return *completed* form to the office.