



# Student Extended Absence Form

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Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(First Name) (Last Name)

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school: \_\_\_\_\_ Date of return to school: \_\_\_\_\_

Reason for absence from school: \_\_\_\_\_

- ✓ I make application for my child named above for an extended leave of absence from school for the reasons stated.
- ✓ I understand that students are responsible for makeup work that is missed during absences. All work is given full credit if the absence is **excused**. Teachers will allow students the same number of days absent to make-up missing work (i.e. if a student is absent 3 days, he or she has 3 days to complete missed work). Makeup homework for students absent for other than an excused absence is at the discretion of the classroom teacher.
- ✓ **I understand that teachers are not required to make long-range assignments for vacationing students.** Students may take tests missed during their absence from school at the convenience of the teacher.
- ✓ I understand that any missing work may affect my child's grades and report card.
- ✓ I understand that students who are absent more than 10% (18 days) may be required to repeat the grade level.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Extended absences during the school year are strongly discouraged, in order to avoid disruptions to the educational process.** No more than 5 school days are excused for extended absences per school year. More than five missed days will be counted as unexcused absences.

**PLEASE RETURN COMPLETED FORM TO SCHOOL OFFICE.  
YOU MUST GIVE AT LEAST 2 WEEK'S NOTICE OF INTENDED ABSENCE.**

(Office Use Only)

Date Received: \_\_\_\_\_ Teachers Notified: \_\_\_\_\_

Initials: \_\_\_\_\_

\_\_\_\_\_