

ANTICIPATED ABSENCE FORM

Student _____ Grade _____

Dates of Anticipated Absence: From _____ To _____

Reason for Absence _____

Completing this form does NOT mean that the absence is excused. This form is intended to inform the staff of a student's absence and to assist in making up school work. As stated in the Student Handbook, excused absences are: illness, medical emergency in the family, death in the family.

MAKE UP WORK POLICY

Students are expected to have assignments ready for class upon return to school. Students are responsible for securing a list of assignments missed and for turning them in on time; teachers have no responsibility to pursue the student to see that the work is completed, and if makeup work is not turned in on time, the student may receive a zero on that work.

Make-up tests and quizzes should be taken within two (2) school days after the student's return to school, subject to any extension granted at the discretion of the teacher. Any test that was scheduled prior to an absence and given on a date after the absence must be taken as scheduled unless the student obtains permission from the teacher or Principal to delay taking the test as a result of the absence.

I have read and understand the *Make Up Work* policy for students:

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

This form must be submitted to the Principal **two (2) weeks in advance of the absence.**

Principal's Signature _____ Date _____

Teachers, please sign and date as an indication you are aware of the anticipated absence and return this form to the Principal. Students should receive assignments and due dates in writing prior to the absence. Please keep a copy of that for your records.

CLASS	TEACHER'S SIGNATURE	DATE
Bible		
Grammar		
Literature		
Math		
History		
Science		
Spelling		
Health		
Physical Education		
Elective: Art		
Elective: Band		
Elective:		