

Advance Absence Form

When a student knows in advance that he/she will be absent, the student is responsible for seeing all teachers and getting any assignments that will be missed. All work is due the day the student returns.

This form is to be filled out by the student and initialed by all teachers when the student asks for work that will be missed. The completed form is due in the high school office before the student leaves for the absence.

You must give your teachers at least 24 hours notice to get your work together for you.

Today's date: _____

Student name: _____

Dates of absence: _____

Reason for absence: _____

____ Teacher initials 1st period class: _____

____ Teacher initials 2nd period class: _____

____ Teacher initials 3rd period class: _____

____ Teacher initials 4th period class: _____

____ Teacher initials 5th period class: _____

____ Teacher initials 6th period class: _____

____ Teacher initials 7th period class: _____