

Dear Students, Parents, and Teachers:

We have received notification that _____ will be away from school on the following dates: _____ through _____.

All missed work is expected to be made up.

Option 1:

WORK

- Student is responsible for obtaining all school work before pre-excused absence
- Must be completed and turned in on the day the student returns

TESTS/QUIZZES

- Make up on the day the student returns to school

Option 2:

WORK

- Student is responsible for obtaining all school work on the day the student returns
- Must be completed and turned in after the time period equal to the length of the absence

TESTS/QUIZZES

- Make up when the missed work is completed

With either option, the student is expected to stay current with all work upon their return.

- **ONE DAY** absence equals 6 hours of missed classroom instruction
- **FIVE DAY** absence equals 30 hours of missed classroom instruction.

Classroom instruction includes: lab experience, classroom participation, and teacher/student interaction.

<u>Hour</u>	<u>Class</u>	<u>Teacher</u>	<u>Option</u> <u>(1 or 2)</u>	<u>Teacher's Signature</u>
1				
2				
3				
4				
5				
6				

****It is the student's responsibility to obtain the following signatures below. This form is to be completed and returned to the counseling office *one week prior* to the absence.**

Student's Signature

Parent's Signature

Counselor's Signature

Date