



Pre-Notification of Absence -- Secondary Students

If your student will be absent for any reason other than illness, doctor appointment, or a school function, this form must be completed and turned into the Secondary Office for approval at least one week prior to the absence. If plans change after approval, please notify the office immediately. If approved, attendance will be marked as "Absence Excused."

Student Name (printed)	
Dates of Absence	
Reason for Absence	

Student Responsibility:

- Note all of your assignments from your teachers or Canvas (see page 2/reverse of this form.)
- Return this form to the School Office.
- Complete the assignments during the absence.
- The student will complete and turn in all assignments on the day he/she returns. Any assignments not turned in that day will have points deducted for returned work.
- All pre-scheduled tests will be taken **on the day of return**. All tests scheduled during the absence must be taken within 3 days of return. In extenuating circumstances (medical procedure, funeral), the student can contact the Secondary Principal for some adjustments to the makeup assignments/tests schedule deadlines above.

I understand and agree to the above requirements.

Student Signature	
Parent Signature	
Date Form Submitted by Student	
Office Use Only	
Secondary Principal Signature	
Excused Absence Granted (initial and date)	
Excused Absence Denied (initial and date)	

Student Name (printed)	
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Period	Teacher Signature / Class Subject	Assignments	Pre-Assigned Tests
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			