

# ABSENCE NOTIFICATION (Gr. 7-12)

## STEP 1 PARENTAL APPROVAL & INFORMATION FOR STUDENT ABSENCE:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Date(s) of proposed absence: \_\_\_\_\_ # of Days Gone: \_\_\_\_\_  
 Reason for absence: \_\_\_ Vacation \_\_\_ Family Occasion \_\_\_ Medical \_\_\_ College Visit (2/year)  
 \_\_\_ Other/Explain: \_\_\_\_\_

*We understand that it is the student's responsibility to make up all assigned work.*

**Parent** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

◆ RETURN COMPLETED FORM TO RECEPTIONIST ◆

## STEP 2

## \*\* CHECK PORTAL FOR HOMEWORK \*\*

CLASS PERIOD	TEACHER ACKNOWLEDGEMENT <small>(please initial)</small>	COMMENTS
1 <sup>ST</sup> hour:		
2 <sup>nd</sup> hour:		
3 <sup>rd</sup> hour:		
4 <sup>th</sup> hour:		
5 <sup>th</sup> hour:		
6 <sup>th</sup> hour:		
7 <sup>th</sup> hour:		
8 <sup>th</sup> hour:		