

CLYDE-GREEN SPRINGS SCHOOLS

ADVANCE REQUEST FOR ABSENCE

FOR OFFICE USE ONLY

Student _____ Grade _____

_____ Excused – Makeup allowed

Parent/Guardian _____

_____ Excused – No Makeup

Address _____

_____ Unexcused – No Makeup

Phone No. _____

_____ Note _____ Phone

Dates Excused _____

Dates Unexcused _____

Principal's Initials _____

CLYDE-GREEN SPRINGS BOARD OF EDUCATION POLICY: FAMILY VACATIONS

Students (including those 18 years of age) may be excused for family-oriented vacations (with at least one of their parents or guardians) not to exceed five (5) total school days. Such a planned absence requires a written excuse prior to the absence. Advance notice shall be given to the Office of the Principal five (5) days prior to the first day of planned absence. Arrangements for completing the missed school work shall be made with each teacher after approval has been given by the Office of the Principal prior to the absence. Completion of the missed school work shall be the responsibility of the student and parent. If such a request is not submitted, the absence will be considered unexcused unless school officials determine there are extenuating circumstances based on a written statement from a parent or guardian which explains the reason why proper procedures were not followed. These five (5) allowable days for family will be counted as absences. Days in excess of five (5) will be considered unexcused absences.

MISCELLANEOUS EXCUSED ABSENCES

The student should visit the school to obtain an advance request for absence form for the following: out-of-town vacations, business trips, first day of hunting season, to attend athletic events in which Clyde High School is participating, or any other absence which they know about in advance. Excuses for doctor and dental appointments may be obtained by presenting the appointment card for the doctor or dentist. A student may be excused to take a driver's license test by presenting his permit card or by having the parent call the school. All this should be done prior to the absence.

Reason for Request of Absence

Dates Requested _____

_____ Family Vacation

_____ Out of town funeral

_____ Hunting

_____ Family member in the service

_____ Athletic event

_____ Other (please explain)

_____ Religious

This form should be returned to the office at least five (5) days prior to the first day of absence, whenever possible. The form should be signed by a parent/guardian and a note explaining the request should accompany the return of the form. After the principal signs the form, the student is responsible for getting all of his/her assignments listed on the back of this page and returning the form to the office prior to the absence.

Parent/Guardian _____

Principal _____

Date _____

Date _____