



REQUEST TO BE ABSENT—MIDDLE & HIGH SCHOOL

The Request To Be Absent Must Be Filed In Advance

Request To Be Absent is to be used for anticipated absences from 3 days up to 10 days

I hereby request that _____
Student Name

be permitted to be absent from _____ to _____ total number of days _____
Date Date

for the following reason: _____

- I understand the work missed during the absence will be completed in advance or
- I understand that satisfactory arrangements will have been made with the teachers to make up

Date _____ Parent Signature _____

Teachers please indicate whether the pupil's work is in such condition that he/she can afford to be absent

Hour	Subject	Yes	No	Signature of Teacher
1	_____	---	---	_____
2	_____	---	---	_____
3	_____	---	---	_____
4	_____	---	---	_____
5	_____	---	---	_____
6	_____	---	---	_____
7	_____	---	---	_____
8	_____	---	---	_____
9	_____	---	---	_____

Principal Signature _____ Excused _____ Unexcused _____