



EXTENDED ABSENCE REQUEST FOR APPROVAL

Student Name _____

Date (s) of Absence _____

Reason for Absence _____

Parent Signature _____ **Date** _____

Administrator Signature _____ **Date** _____

Please complete and return this form with a parent signature and approval of an administrator and return it to the Attendance Clerk before leaving. The student is responsible for meeting with teachers and filling out the *Missed Instruction Completion Sheet* that is attached and completing the missed instruction.

Missed Instruction Completion Sheet

Period	Class	Teacher Signature	Assignment