



*(In order to receive approval, student must complete Sections I and II as well.)*

**I) Teacher Approval-** All teachers of the student must be notified of the absence beforehand, and the student must make arrangements with each teacher in regard to make-up work. Teachers, please sign on the appropriate line to indicate that the student has notified you of the absence; below your signature note any concerns about this student being absent from your class during the missed days.

Name of Student: \_\_\_\_\_ Date of Absence: \_\_\_\_\_

Teacher Period # 1: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

Teacher Period # 2: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

Teacher Period # 3: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

Teacher Period # 4: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

**PART II:**

**EDUCATIONAL ABSENCE(S) REQUIREMENTS:**

The student should explain how this absence will be an educational opportunity. Explanation should be at least 200 words/2-4 paragraphs, written/typed on a separate sheet of paper, and submitted to the attendance office with this form.

**COLLEGE VISIT FOLLOW-UP REQUIREMENTS:**

Please note that if the educational opportunity is for a college visit, student must submit College Verification (documentation of actual attendance at college) to the Attendance Office no more than 2 school days after return; absence will remain unexcused without follow up documentation.

**ONCE ALL REQUIREMENTS ON BOTH SIDES OF THE FORM ARE COMPLETED, FORMS MUST BE TURNED IN TO THE ATTENDANCE OFFICE AT LEAST 3 SCHOOL DAYS BEFORE THE ABSENCE.**