

WEST HOLMES MIDDLE SCHOOL APPLICATION FOR EXTENDED ABSENCE (EMERGENCY/EXTENUATING CIRCUMSTANCES)



This application should be turned to the Assistant Principal 14 days before the absence to determine excused or unexcused status. Date Completed _ Student's Name I request that my son/daughter be excused from school for days. The inclusive dates for this absence are _____ through _____. Reason for Absence: Work at Home (explain) Court Appointment (Attach written proof) ___ County Fair (verified by OSU Extension Family Vacation (explain) Agent) Day Exhibiting/Showing Other School Approved Co-Curricular Activity (explain) In every case of pre-excused absence, it is the student's responsibility to obtain the assignments for each class **prior** to the absence and turn in completed work upon returning to school. If work is not completed under the above guidelines, an "F" will be recorded for the incomplete assignments and figured into the total grade. I fully understand the conditions for receiving credit for assignments during my absence from school. (Student's Signature) While students absent for vacations may be excused, the responsibility for such absence resides with the parents, and they must not expect any work missed by their child(ren) to be retaught by their teachers. I am fully aware of my child's absence and the conditions that go with it. (Parent or Guardian Signature) The student must receive signatures and a current grade for each subject area prior to submitting the Application for Exended Absence the the Assistant Middle School Principal for approval. The initials of the teacher indicates that they have knowledge of my absence and a record of my current grades. Period Subject **Grade Initials Period** Subject Grade Initials 1 2 3 5 6 7 ______ Office Use Only: ___ Approved __ Disapproved Asst. Principal's Signature Approved, but with Hesitation