

SEYCOVE SECONDARY SCHOOL

EXCUSED ABSENCE FORM

Name _____ Grade _____ Homeroom _____

Date(s) of absence from school _____
(Include all days to be missed, not just the days of actual trip)

Reason for absence _____

1. At least one week prior to a planned absence of 2 or more days, the student must talk to all of his/her teachers to inform them of the plans to be absent and to find out any work that could be completed before the absence.
2. **Students and parents should be aware that teachers are not required to provide extra work or extra time to complete assignments for absences. Missed tests may not be written later.**
3. It is up to the student to find out what work he/she has missed from his/her friends and to complete all work on time.

Block #	Subject	# of Classes to be missed	Teacher requirements and comments	Teacher	Due Date

4. Take this form to your parents for completion of the section below.

I am aware that by taking my son/daughter out of school he/she may miss important work and a lower letter grade could result.

Parent/Guardian Signature

5. **Return this form to the office.** The office assistants will give you a copy so that you have a record of the assigned work.