

CHS ANTICIPATED ABSENCE FORM

NAME: _____

TODAY'S DATE: _____

will be absent on the following day(s): _____

PARENT: ATTACH A NOTE THAT EXPLAINS THE REASON FOR THE ABSENCE TO THE BACK OF THIS FORM

TYPE OF ABSENCE: School Function Medical Other

PROCEDURE: The parent attaches a note that explains the reason for the absence to the back of this form. The student hand delivers this form to his/her teachers. Teachers will sign this form, indicating to the office that they are aware of the anticipated absence and that they have informed the student of make up work parameters. Once the form is completed, the student hand delivers this form to the Attendance Office prior to the anticipated absence.

NOTE: All parents and students should be familiar with the CHS attendance policy in the "Student-Family Handbook." This anticipated absence form will not, in any way, change the "Handbook" policies. If schoolwork is completed according to each of his/her teacher's directions, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

COURSES TO BE MISSED
(filled in by student)

SIGNATURE OF TEACHERS

EB.		
1.		
2.		
3.		
4.		
5.		
6.		
7.		

This form is to be completed and hand delivered to the Attendance Office prior to the anticipated absence or the student may receive five (5) building and grounds discipline points and may lose credit for work missed.

I have read the "Student-Family Handbook" and understand the consequences of missing the day(s) requested.

Parent's Signature

Date

Student's Signature

Date