

School Absence Notification

Step 1 Student Request

Name _____ Today's Date _____

Date(s) of Absence _____

Reason for Absence

Step 2 Parent Approval (*Deans may sign for dorm students after talking to their parents*)

Authorized Signature _____ Date _____

Step 3 Notify Teachers and Work Supervisor

Work Supervisor Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Teacher Signature _____ Date _____

Step 4 **Submit this form to Mrs. Soulé at least two weeks before the absence.**

A Parent or Dean must notify the school office two weeks in advance of planned absences. In addition, students are expected to notify teachers and work supervisors in advance of planned absences.

Attendance may be factored into the class grade as determined by the individual teacher. Make-up work for missed classes is at the discretion of and according to the policy of each teacher.