

Warranted (Administrator-Excused) Absence

(Must be completed prior to date of absence)

Warranted (Administrator-Excused) Absences are only for reasons approved by an administrator and they allow students to make up missed classroom work. Family oriented absences such as vacations or other similar personal absences do not fall into the category of a Warranted Absence.

College Visits are approved for Seniors and second-semester Juniors. A maximum of 5 days is allowed in one school year.

I, _____, wish to be absent from school

from _____ through _____ for the following reason:

I understand it is my responsibility to determine the work I will miss during this absence.

Student Signature

Parent/Guardian Signature

Student:

- 1) Ask your teachers to complete the back of this page, indicating assignments due with their signature approval
- 2) Return the completed form to an administrator for signature

Administrator signature for final approval

Date

FOR ATTENDANCE OFFICE USE ONLY:
(circle correct attendance code)

AD
admin. decision

CV
college visit

OE
other excused
(personal, other than health)

ASSIGNMENTS to be made up

Students with a warranted absence shall be allowed to complete all missed assignments and tests that can be reasonably provided and, upon satisfactory completion, given full credit. The teacher shall determine which assignments and what period of time are allotted to the student. The tests and assignments shall be equivalent to, but not necessarily identical to, those the student missed during the absence.

Period	Assignment	Teacher's signature
A		
B		
C		
D		
E		
F		
G		