Centennial Middle School

PRIOR APPROVAL FORM FOR EXTENDED ABSENCES

(Three (3) or more consecutive school days)

If approved, this simply allows the student to avoid attendance penalty.

STEP 1:

Print or type Student Name _____ Student # _____ Print Parent/Guardian Name _____ Phone Number _____ Date _____

Student will be absent _____ through _____
date leaving date returning

Explanation: _____

_____

STEP 2:
A current attendance and grade printout **MUST ACCOMPANY** this form.

STEP 3:

Class Teacher Signature Comments

Period 1 _____
Period 2 _____
Period 3 _____
Period 4 _____
Period 5 _____
Period 6 _____
Period 7 _____

The student accepts responsibility for getting materials/notes, for completing assignments, and making arrangements for any testing prior to or upon return of absence as required by each teacher. **The student realizes that any absence may adversely affect grades due to missed labs, participation points, guest speakers, etc.**

Student Signature _____

STEP 4:
Parent/guardian, please review attendance and grade information (attached), teacher comments, and sign this form.

I realize that any absence from school may adversely affect my child=s academic performance, i.e., missed participation points, labs, guest speakers, etc. If approved, this allows the student to avoid attendance penalty, it does not excuse assignments, test, etc.

_____ _____
Parent/Guardian Signature Date

STEP 5:
Administrative Response: _____ Approved
Administrative Signature

_____ Denied
Administrative Signature

Reason Denied: _____

STEP 6:

Return completed form (including all signatures), to Attendance Secretary.