

The MA Student-Parent Handbook (page 23) states that non-health related and non-emergency absences will be excused when the student has secured “PRIOR permission by the administration.” Students are to use this form for this purpose. It is recommended that teachers be given **3** days notice in advance of the absence so that prior arrangements can be made regarding missed schoolwork; while we will attempt to work with requests that are less than 3 days notice, a student should not expect a request submitted less than 24 hours before an absence to be approved.

There is no substitute for the learning that takes place in the classroom but prior planning can help to cover the missed classroom work.

- Contact teachers in advance regarding homework, classwork and tests that might be missed during the absence.
- The teacher may require work/quizzes/tests that will be missed to be completed before the absence; regardless, all missed worked must be turned-in or made-up upon arrival to class the next time it meets after the student returns.
- Assignments not turned in the day the students returns will be classified the same as if the absence was unexcused.

[Please Note: Because of end of the semester class work, requests made in December and May will be examined more closely and will be less likely to be approved.]

Procedure:

- Step 1 – Complete this form with required parent signature.
- Step 2 – Get acknowledgement from the office of the request and that the request information has been completed.
- Step 3 – Get approval signatures from each of your teachers (teachers are to advise the office if there are any academic concern why this student should not miss school; teachers should also indicate assignments/tests that must be completed prior to the absence).
- Step 4 – Return this form to the office for final administrative approval.

Step 1:

Name of the Student _____ Date(s) of requested Approved Absence from school _____

Nature of the absence/trip _____

Educational objective(s)/value of the trip and specific learning activities _____

Parent Signature _____ Date _____

Step 2:

Acknowledgement of Office Receipt of completed request form: _____ Date _____

Step 3:

Teacher Notification – Comments/assignments/signatures:

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

Comments: _____

Step 4:

Principal Signature _____ Date _____

Approved

Not Approved