

**REQUEST FOR SPECIAL ABSENCE**

**STUDENT** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Today's date** \_\_\_\_\_

**TEACHER RECOMMENDATIONS**

<b>Period</b>	<b>Subject</b>	<b>Current grade</b>	<b>Yes/No</b>	<b>Signature</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				

Absences to date for quarter \_\_\_\_\_ Absences to date for year \_\_\_\_\_

**ADMINISTRATIVE DECISION**

\_\_\_\_\_ Student is excused as requested, but understands that all assignments must be made up satisfactorily or the absence may have a negative effect on his/her final average for the grading period.

\_\_\_\_\_ Student request is denied, although he/she may leave with parents. The absence will be marked unexcused and missed work will be recorded as zeros for averaging purposes.

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Principal's signature

Date