

# STUDENT REQUEST TO MISS CLASS

\*\*\*\* NOTE \*\*\*\* This form is for the use of students only who are requesting to miss class. This form is not to be used for a Teacher's Activity or as a field trip form.

STUDENT'S NAME: \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

DATE FORM DUE BACK TO OFFICE \_\_\_\_\_

ACTIVITY \_\_\_\_\_

DATE OF ACTIVITY \_\_\_\_\_

MODERATOR \_\_\_\_\_

The student listed above understands that if you, the teacher, gives permission for he or she to miss class, it is with the understanding that all work missed may be required to be completed before or immediately following the absence. Failure to do so may result in an "F" for the missed work. Students with an academic or conduct grade of "D" or "F" will be refused excused permission. If absence is for a college visit, please have the appropriate official's signature on this form and return to the front office upon return. Please remember that, while excused, the absence counts towards the student's total absences.

NOTE FROM PARENTS

## TEACHERS' SIGNATURES AND COMMENTS

	TEACHER SIGNATURE	APPROVED	NOT APPROVED	COMMENTS/MAKE-UP DATES
1st Period				
2nd Period				
3rd Period				
4th Period				
5th Period				
6th Period				
7th Period				

After all information is complete, return the form to the Front Office to be presented to the Assistant Principal/Academics for approval.

APPROVED:	NOT APPROVED:	REASON:
COLLEGE REPRESENTATIVE / SCHOOL / DATE:		

**\*\*ALL REQUESTS MUST BE SUBMITTED TO THE SCHOOL THE DAY BEFORE THE ACTIVITY.\*\***