

Secondary Attendance Practices Application for Exemption Prior Knowledge

Use this form when there is advanced knowledge of a student's absence. This form must be submitted to the school's main office as soon as possible. This form should be submitted at least two weeks prior to the time the student will be away.

Please complete all portions and submit this form to the main office.

Student Name:		Grade:	
Date Submitted:			
Date(s) Absent:		Total # of School Days Absent:	
Reason for exemption from the Attendance Practice:			

EXTENDED SCHOOL ABSENCE

A. BEFORE I LEAVE, I WILL:

- ☐ Inform each teacher about the dates of my absence at least 10 days in advance of my departure.
- ☐ Ask each Teacher whether any assignments could be completed before I leave on the trip.
- ☐ Ask each Teacher whether any assignments could be completed while I am away for the trip.
- ☐ Arrange with teacher the process to submit assignments.

B. WHILE AWAY I WILL:

- ☐ Submit each designated assignment **as I complete them**.
- ☐ Continue with my studies by completing all assignments and preparing for all assessments.

C. WHEN I RETURN I WILL:

- ☐ Submit any completed assignments.
- ☐ Write any missed exams within 1 week of my return.
- ☐ I will take necessary action to ensure a smooth transition back to regular classes.

The following must be completed prior to submitting this form to the office.

	Teacher Name	Teacher Signature
Early Bird		
Period 1		
Period 2		
Noon Hour		
Period 3		
Period 4		
Period 5		
After School		

Student Signature:		Date:	
Parent/Guardian Signature:		Date:	

For Office Use				
Date:			GRANTED	DENIED
Comments:				
Attendance Committee Members Approved By:				
Signature:		Date:		
Signature:		Date:		

