

ADVANCE REQUEST for ABSENCE/VACATION FORM



The top of the form needs to be filled out and turned in to the office a week prior to the beginning of the absence. Teachers will fill out the bottom of the form after the top has been completed. I hereby request that my son/daughter be given permission to be absent from school on dates listed below for the following reasons:

____ Family Vacation ____ Church/Mission Trip ____ Death/Funeral
Other _____

Student's Name Grade Today's Date

Date (s) of absence planned

Parent/Guardian Signature Mrs. Reinhart Signature

Each teacher is asked to list specific assignments, requirements and expectations for make-up work in the space provided or by adding additional sheets. It is understood that it is the student's responsibility to approach the teacher and to make sure that all make-up work is completed within the amount of time allowed by each individual teacher.

Teacher/Subject: _____
Assignment: _____ Due Date: _____

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Assignment: _____ Due Date: _____

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