



REQUEST FOR APPROVED ABSENCE

The MA Student-Parent Handbook (page 21) states that non-health related and non-emergency absences will be excused when the student has secured “PRIOR permission by the administration.” Students are recommended to use this form for this purpose. It is also recommended that teachers be given **3** days notice in advance of the absence so that prior arrangements can be made regarding missed schoolwork.

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.
- All missed worked must be turned-in or made-up upon arrival to class the next time it meets.
- 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.]

Please complete this information and get initialed by all your teachers prior to turning this form into the office for consideration by the administration.

Name of the Student _____

Date(s) of requested Approved Absence from school _____

Nature of the absence/trip _____

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

Teacher Notification with Initials:

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

Comments: _____

For Office Use

Date Form Received in the Office & Initials _____

Principal Signature _____ Date _____

Approved

Not Approved