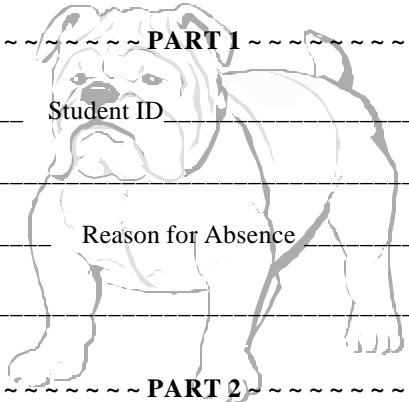


# REQUEST FOR APPROVAL OF ABSENCE and INDEPENDENT STUDY CONTRACT

A student who is requesting to be excused for a predetermined time must submit a letter written by the parent/guardian detailing the reasons for the absence for the Principal's approval a minimum of three days prior to the first day of absence. Once approval has been granted, this Request for Approval of Absence and Independent Study Contract will be given to the student with Part 1 completed. **Completed Part 2 (including all signatures) must be turned in to the Attendance Secretary a minimum of one day prior to the first day of absence.**



~~~~~ **PART 1** ~~~~~

Grade \_\_\_\_\_ Team \_\_\_\_\_ Student ID \_\_\_\_\_ Today's Date \_\_\_\_\_

Print legal name of student \_\_\_\_\_ Parental letter attached YES NO

Proposed Dates of Absence \_\_\_\_\_ Reason for Absence \_\_\_\_\_

Principal's Signature \_\_\_\_\_ This absence is excused YES NO

~~~~~ **PART 2** ~~~~~

I am requesting to make up work and/or tests that I will miss during the proposed absence(s). I will make up the work and/or tests within a reasonable time as agreed upon in consultation with my teachers.

Student Signature \_\_\_\_\_

| Period | Subject | Comments/Dates for completion | Teacher's Signature |
|--------|---------|-------------------------------|---------------------|
| 1      | _____   | _____                         | _____               |
| 2      | _____   | _____                         | _____               |
| 3      | _____   | _____                         | _____               |
| 4      | _____   | _____                         | _____               |
| 5      | _____   | _____                         | _____               |
| 6      | _____   | _____                         | _____               |
| 7      | _____   | _____                         | _____               |