

KEYSTONE MIDDLE SCHOOL

REQUEST FOR EXCUSED FUTURE ABSENCES - PLANNED ABSENCE

This form must be completed and turned in to the school office 2 school days prior to the planned absence

DATE _____

STUDENT NAME _____ GRADE _____

Whenever a student will miss 1 or more days of school when the absences are known in advance a Request for Excused Future Absences from must be complete. The request cannot exceed 5 days in length.

Only 5 vacation days will be approved as excused absences during a school year. All vacation days beyond the allotted 5 will be marked as unexcused and no credit for missed schoolwork will be given.

Approved days will be based on your child's attendance and House Bill 410.

DATES OF REQUEST _____

REASON FOR REQUEST _____

PARENT OR GUARDIAN SIGNATURE _____

Total school days to be missed _____

Teachers: If you feel this student cannot afford to miss the requested days due to low grades please signify here:

	APPROVED	DISAPPROVED
1st Period Teacher	_____	_____
2nd Period Teacher	_____	_____
3rd Period Teacher	_____	_____
4th Period Teacher	_____	_____
5th Period Teacher	_____	_____
6th Period Teacher	_____	_____
7th Period Teacher	_____	_____
8th Period Teacher	_____	_____
9th Period Teacher	_____	_____

OFFICE USE ONLY

PRINCIPAL APPROVED _____ DISAPPROVED _____

SUPERINTENDENT APPROVED _____ DISAPPROVED _____