

## ADVANCED NOTIFICATION OF ABSENCE FORM

As stated in the St. Marys Middle School student handbook, advanced notification is necessary before any pre-planned absence of students. Please complete this form and return to the middle school main office for the principal's approval. Your child will then be required to obtain his/her homework from each teacher to prevent loss of academic time. Pre-excused absence days are included in the six (6) day per semester absence limit. Any day(s) exceeding the absence limit requires the student to make-up this missed time outside the normal school day.

Students are responsible for gathering and completing assignments from their teachers. Students will have two (2) days to complete and return work after they return. Any work not completed or returned may receive 0% credit.

Student Name \_\_\_\_\_

Dates of Absences \_\_\_\_\_

Brief Reason for Absences \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is the responsibility of the student to have this form completed by his or her teachers two days before leaving.*

TEACHERS: Please initial indicating you have been notified and the student has gathered homework.

L. A. \_\_\_\_\_

Social Studies \_\_\_\_\_

Science \_\_\_\_\_

Exploratory 1 \_\_\_\_\_

Math \_\_\_\_\_

Exploratory 2 \_\_\_\_\_