

**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. Due to new state laws, absences with or without a legitimate excuse will accumulate towards the excessive absence threshold. **Step 1.** Complete this form and return to the middle school main office. **Step 2.** Principal's approval. **Step 3.** Your child will then be required to obtain his/her homework from each teacher to prevent loss of academic time. The principal's signature must be obtained before teachers can sign at the bottom and release homework. **Step 4.** Return completed form to the middle school office.

1 Student Name _____

Dates of Absences _____

Brief Reason for Absences _____

Parent/Guardian Signature _____

2 Principal Signature _____

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

1. _____

5. _____

2. _____

6. _____

3

3. _____

7. _____

4. _____

4 Return completed form to middle school main office.