

## HIGHLAND SCHOOL DISTRICT EXCUSED ABSENCE ASSIGNMENT FORM

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Dates of Absence \_\_\_\_\_

**Any assignments indicated below must be completed and turned in to the appropriate teacher on the day the student returns to school. There will not be any "extra" days given to complete work. The purpose of this form is to stay current with all homework when a student plans to be absent from class.**

Your son/daughter has requested permission to be absent from school for the purpose of \_\_\_\_\_

It should be understood that the school may not allow such absences. This form is to be taken to all of the teachers for assignments and signature; then taken home for parent's signature. The completed form must be returned to the Principal's office before the date of absence.

	CURRENT COURSE	ASSIGNMENT & TEACHER COMMENT	TEACHER SIGNATURE	TEACHER RECOMMENDATION	APPROVE	NOT APPROVE
1 -				_____	_____	_____
2 -				_____	_____	_____
3 -				_____	_____	_____
4 -				_____	_____	_____
5 -				_____	_____	_____
6 -				_____	_____	_____
7 -				_____	_____	_____
8 -				_____	_____	_____

It is understood that he/she will return to school promptly (unless under doctor's care for illness) and that if he/she does not, he/she will be considered unexcused and will have to make up the time.

Please indicate your approval of this proposed absence by signing this form in the proper space.

PARENT SIGNATURE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_

Approved  
 Not Approved

\*\* Examples of Intended Use include Family Vacations and College Visits