



EXTENDED ABSENCE REQUEST

Name _____ Grade _____ Request Date _____

Beginning Date _____ Ending Date _____ Total Days _____

Purpose of Leave _____

Parent Signature _____ Administrative Approval _____

PARENTS: By using this form you may request that your student be released from school two (2) weeks prior to the date(s) of the absence. This form with its information is provided to help you make the judgment about the impact this leave might have on your student's academic standing prior to the absences. Parents and students are expected to fully utilize the many vacation days scheduled throughout the school year for trips.

- **It is the student's responsibility to collect assignments from teachers that they will be missing prior to the absence.**
- **Teachers may set a time deadline for make-up work to be completed; however, class participation and student-teacher interaction are vital to each course and may result in a grade reduction when missed.**
- **No guarantee can be given to any student that he or she will receive a grade or that the grade may not be lowered because of work, information or interaction missed during the time he or she was absent.**

SAHS's student absence policy provides as follows regarding the pre-approval of extended absences:

If the parent or legal guardian reasonably foresees that their student will be absent from school for an extended period of time, the parent/guardian shall submit a written request for preapproval of the extended absence to school administration two (2) weeks prior to the absence.

The school administration shall review the request, along with the student's schedule and grades. To qualify, a student must have a minimum of a 2.0 GPA for the previous quarter and not have exceeded the allowable three (3) absences during the quarter in any one class. If the administrator determines that the proposed absence may not adversely impact the student's education, the administrator shall approve the request **with the understanding that the student is responsible for meeting all requirements for their classes** so that it will not adversely affect their education. If the administrator determines that the proposed absence may adversely affect the student's education, the administrator shall deny the request.

Please remember that according to SAHS's attendance policy, outlining compulsory education requirements mandated by federal law, extended absences accrue towards the student's total number of absences.

PARENT-EXCUSED ABSENCES STILL COUNT AS ABSENCES.

For Office Use Only: Recorded in Ledger ☐
Revised 10/29/13 Recorded in SIS ☐
Copies to Teachers ☐

Extended Absence - Student Assignment Form

Name: _____ Dates of Absence: _____

Period	Teacher Signature	Assignment(s)
1		Due Date(s):
2		Due Date(s):
3		Due Date(s):
4		Due Date(s):
5		Due Date(s):
6		Due Date(s):
7		Due Date(s):
8		Due Date(s):

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