

KEYSTONE MIDDLE SCHOOL

REQUEST FOR EXCUSED FUTURE ABSENCES-PLANNED ABSENCE

DATE _____

STUDENT NAME _____ GRADE _____

This form must be completed 2 days prior to the planned absence whenever a student will miss 1 or more days of school when the absences are known in advance. 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.

Please return this form to Keystone Middle School office when completed.

DATES OF REQUEST _____

REASON FOR REQUEST _____

PARENT OR GUARDIAN SIGNATURE _____

Total school days to be missed _____

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

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

OFFICE USE ONLY

APPROVED _____

DISAPPROVED _____