

# CDS Middle School Student Absence Request

*INSTRUCTIONS: Parent completes Section A and submits the form to the MS administrative assistant at least one week prior to the requested date. The administrative assistant will fill in up-to-date absence and tardy information before forwarding to the MS principal for approval and to teachers for assignments. When requesting an extended absence (more than 2 days), parents should call the MS principal in advance of submitting the form.*

## **SECTION A: To be completed by parent.**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Advisor: \_\_\_\_\_

Requested date(s) of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

*I understand that teachers should have 3-4 day's notice prior to the requested absence to successfully circulate and complete this form. I realize that teachers do not have time to provide one-on-one assistance to cover academic work my child misses due to this absence and that assignments may change depending on factors beyond the teacher's control. I also understand that excessive absences of more than 18 school days jeopardize my child's promotion to the next grade.*

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **SECTION B: To be completed by MS administrative assistant.**

Number of student absences prior to the requested date(s): \_\_\_\_\_

Number of student tardies prior to the requested date(s): \_\_\_\_\_

## **SECTION C: To be completed by the MS principal.**

Principal  approves  discourages this request for absence. (When discouraging a request, the principal will contact parent to discuss the situation.)

Tutoring will be required upon child's return to school to ensure student understanding of the material missed while absent.

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

**SECTION D: To be completed by student's teachers. When Section D is complete, form should be returned to the student's advisor. The advisor will make a two-sided copy and give one copy to the student prior to his/her absence.**

Language Arts/Social Studies

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Math

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Science

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

French or Spanish

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

(Return form to Advisor when this section is complete.)

**SECTION E: To be completed by student.**

I have received this absence request form which includes assignments to complete. I realize that I should make every effort to complete my assignments prior to returning to school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date