

Extended Absences

Student's Name _____ Dates of Absence _____

Reason _____

Capital High School feels that extended absences are not in the best interest of the student. However, if the parent and student find it imperative, the administration will consider releasing the student under these conditions.

School Policy

1. Final examinations will not be given in advance of scheduled date.
2. Incomplete grades will be issued in most cases where early release has been approved. After the new trimester begins students have 10 school days to make up an incomplete.
3. All department/teacher attendance policies will apply.
4. This will be the only notification to parents of the consequences of his absence.

Teacher Obligation

1. Advance and/or make-up assignments are optional, unless the absence is due to illness.
2. The teacher must indicate on this sheet what effect absences will have on the student's academic standing.

Student Responsibility

1. The student must pre-plan the absence by advising the Pod Secretary of the exact dates of absences.
2. The student must have the following information completed and submitted to the Pod Secretary before leaving.

Period	Class	Teacher Signature	Comments (use back if necessary)
1			
2			
3			
4			
5			
6			

NOTE: This must be signed by parents before the student leaves and before an administrator's signature is obtained. Administrative approval frees the student from truancy status but does not give him/her preferred status, such as early testing, advance assignments, make up testing or an extension of time before the grade award.

Parent Signature

Administrator Signature

RETURN COMPLETED FORM TO YOUR POD SECRETARY