

# 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 from the end of the semester has been approved. After the new semester 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 this absence.

## Teacher Obligation

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

## Student Responsibility

1. The student must pre-plan the absence by advising the Attendance Secretary of the exact dates of absences.
2. The student must have the following information completed by his/her teachers, then submit this form to the Main Office for administrator approval and then submit to the Attendance Office before leaving.

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

NOTE: This must be signed by parent before student leaves and before 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 THE ATTENDANCE SECRETARY**