

## FERNDALE HIGH SCHOOL REQUEST FOR PLANNED ABSENCE

Absences due to illness or health condition, school-related activities, family emergencies, disciplinary actions or short-term suspensions shall be excused. In addition, the principal or designee may upon request by a parent; grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.

According to School Board Policy #3122 students may not be eligible for course credit if they exceed ten (10) absences during the semester. In making this request, please consider the number of days your student has already missed.

Name of Student: \_\_\_\_\_ Student #: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of absences: \_\_\_\_\_

State the reason for the request: \_\_\_\_\_

### *To be completed by the students teachers*

Period	Class	Teacher	Aprox. Grade	# Abs.	Approved	Denied Failing	Strongly Recommended not to go (comment)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

As a parent, I realize that absence from school involves missing educational experiences that cannot be made up and may, therefore, cause the student to receive a lower grade. I have read the teacher comments about my student's progress. I believe that it is to the student's benefit to be absent from school during the time stated above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

***This form must be filed with the Attendance Secretary at least one day before the absence***