

Longfellow Middle School
Pre-Excused Absence Form

Student Name: _____

Grade: _____

Date(s) requested: _____

Your son/daughter has requested permission to be absent from school for the purpose of:

Student must first:

- 1) Take this form to all of his/her teachers for comments and signature. Then...
- 2) Take the form home to be viewed and signed by a parent.
- 3) Completed form must be returned to Mrs. Turner in the office.

Please review the following:

- My child and I understand that any schoolwork assigned for the absence period is to be completed in accordance with teacher direction.
- It is the child's responsibility to get the assigned schoolwork from the teacher, complete the work, and return it to the teacher upon returning to school.
- Absences will be counted toward the students 10 personal days. If this absence exhausts all of these days future absences will require approval from Administration or a doctor's note.

Parent/Guardian Signature

Date

SUBJECT	CURRENT GRADE	COMMENTS	TEACHER INITIALS
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Office Use Only:

Personal days currently used: _____