

Absence Form

Student Name: _____ Grade: _____

Today's Date: _____ Date of Requested Absence: _____

Reason for Absence: _____

Check one: All day Part day (Arrival time _____ Leaving time _____)

Also check one of the categories below: (see the student handbook for more detail)

Excused Absence - Medical appointments and driver's license appointments are excused.

Church/Youth Group Activity -3 days – Form submitted 10 school days in advance

Parent Requested Days – 3 days

(Yes or no) Form is submitted to office at least 5 school days before absence.

Number of prior unexcused absences **or** number of prior parent requested days.

Family Trip – 5 days – Qualifies if most of the family residing at home is involved in the trip. Form needs to be submitted to office at least 5 school days before absence.

Mission Trip - Only twice during a student's time at FMH. Form must be submitted to school office at least 10 school days in advance of start of trip.

Educational Trip Day- 2 days - See office for additional form. Must be submitted 10 school days in advance. It must relate in some way to student's educational pursuit.

Unexcused Absence - An unexcused absence is any absence not in one of the above categories or absence taken without proper notification. Unexcused absences lower quarter grades.

Please remember that students are always responsible to make up any missed homework, quizzes, or tests.

Students should always take the initiative to schedule makeup work with the teacher.

Parent Signature: _____ **Phone Number:** _____

OFFICE USE

Student: _____ Date Received: _____ Date of Absence: _____ Approved by: _____ On: / /

Previous Absences: Excused: _____ Church/YG: _____ Family Day: _____ Parent Request Day: _____ Mission Trip: _____ Educational: _____ Unexcused: _____

Filed as: Excused: _____ Church/YG: _____ Family Day: _____ Parent Request Day: _____ Mission Trip: _____ Educational: _____ Unexcused: _____