

# Downing Middle School

## Prearranged Absence Request

In order to obtain permission to make up classwork regarding an extended absence due to family obligation, students must have this form **completed 5 days prior to the absence**. All requests must have parental consent. Students must return the form to the attendance office.

**\*\*\*A limited number of days per student, per year will be approved\*\*\***

My son/daughter \_\_\_\_\_, ID# \_\_\_\_\_, grade \_\_\_\_\_ has permission to be absent from school on the following dates \_\_\_\_\_ for the following reason \_\_\_\_\_.

Parent Signature \_\_\_\_\_

\_\_\_\_\_ Excused      \_\_\_\_\_ Unexcused

Principal Signature \_\_\_\_\_

Attendance Clerk Signature \_\_\_\_\_

Each teacher must sign this form and then the student must return the form to the attendance office.

1<sup>st</sup> period \_\_\_\_\_ 5<sup>th</sup> period \_\_\_\_\_  
Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_ Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_

2<sup>nd</sup> period \_\_\_\_\_ 6<sup>th</sup> period \_\_\_\_\_  
Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_ Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_

3<sup>rd</sup> period \_\_\_\_\_ 7<sup>th</sup> period \_\_\_\_\_  
Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_ Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_

4<sup>th</sup> period \_\_\_\_\_ 8<sup>th</sup> period \_\_\_\_\_  
Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_ Assignments given \_\_\_\_\_ Due Date \_\_\_\_\_

**It is the student's responsibility to clarify what their assignments are and when they are due. If any assignments are not turned in by the specified due date, the late work policies will apply.**