

FOR OFFICE USE:

Verification of Student Attendance:

	Excused Absences	Unexcused Absences
First Semester		
Second Semester		
YEAR TOTAL		

Student MEETS
Attendance Condition: _____

Student DOES NOT MEET
Attendance Condition: _____

Status Determination and Notification:

Absence Approved/Excused: _____ Absence Denied/Unexcused: _____

Date Parent Notified: _____ Administrator Signature: _____

Instructions:

- **Parent/Guardian:** please complete front top portion of the form and have your student present to each teacher for their comments and approval.
- **Student:** please present the form to each teacher for them to initial and then turn in completed form to Mrs. Thompson at least one week prior to absence. The student should check back in at the end of the school day to find out if the absence is approved or denied.
- **Teacher:** please initial the correct box for the period that you teach and return to the student. If the absence is approved the student will bring you a makeup homework sheet that you can use to give them their missed assignments prior to their absence. Please note that the makeup homework sheets are for your convenience. You may communicate any missed assignments in other ways if that is more convenient for you.
- Once the absence is approved or denied, the student and parents will be notified and if it is approved the student will be given a makeup homework sheet to present to each teacher. Students are responsible for checking back at the end of the school day to find out whether the absence is approved.
- If the absence is approved, **the Student is responsible** for giving each teacher a copy of the makeup homework sheet and finding out what assignments must be completed during the absence.