REQUEST FOR/NOTIFICATION OF STUDENT ABSENCE

Date of Request: ________________________

Student/Parent Information

Student’s Name: ________________________

Student’s ID Number: ________________________

Team: ________________________

Parent’s Name: ________________________

Parent’s Contact Phone: ________________________

Absence Information

Type of Absence: ________________________

Will be absent FROM: ______________ TO: ______________

Teachers from which student will be missing class:

<table>
<thead>
<tr>
<th>Team Teacher:</th>
<th>PE Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Teacher:</td>
<td>Elective Teacher:</td>
</tr>
<tr>
<td>Team Teacher:</td>
<td></td>
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<tr>
<td>Team Teacher:</td>
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<tr>
<td>Team Teacher:</td>
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</tbody>
</table>

Additional comments and/or study plan while absent:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Parent Signature: ________________________ Date: ______________

Approval/Notification Information (FOR OFFICE USE)

Approved: ________________________ Date: ______________

Absence Noted: □ SMS □ Excel

Notified: □ Teachers □ Administration □ Counselor □ Security