PRIOR LAKE HIGH SCHOOL

PARENTAL REQUESTS FOR EXTENDED EXCUSED ABSENCE FROM SCHOOL

Parents who request excused absence of students for extended, non-emergency absences from school, such as family vacations, should understand that the school believes that such absences create a hardship for the students and staff concerned. If the absence is for a vacation, students must be traveling with family members.

Please understand that your student will miss classroom experiences, many of which are discussion, laboratory or other practical class experiences, which cannot be made up at a later date. Extended absences do affect the student's total educational experience.

Students must recognize they are responsible for making up the work and obtaining assignments for classes missed. The maximum amount of time a student will have to complete make up work is 10 school days.

Parents need to recognize the need for student to put forth an extra effort to offset a prolonged absence.

1. Dates you are requesting your student to be excused: _____
2. Number of school days involved: _____

STUDENTS NAME: _____ **GRADE:** _____

Student must obtain the signatures of teachers and parent before absence will be considered excused.

	SUBJECT	PRESENT GRADE	TEACHER SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Signature by teacher indicates that the teacher and student have agreed upon a plan for assignments/make-up completion.

As parents/guardians, we are aware of the possible impact on academic progress which may be created by his/her absence. We do wish to have the student dismissed.

_____ _____

Parent or Guardian Date