

Student's Legal Name _____	Date of Absence _____
School _____	Homeroom Teacher _____
Please excuse _____ (Student's Full Name) for being absent on the date listed above.	
Please check the absence reason that applies.	
1. _____ Illness or injury.	
2. _____ Death or serious illness of immediate family member.	
3. _____ Court appearance	
4. _____ Other reason	
Explanation _____	
_____	
_____	
Parent Signature _____	Contact Phone Number _____
Date: _____	
The excuse must be received within two days of your child returning to school. If an excuse is not received in the time required, the absence will be considered unexcused.	

**MAKE-UP WORK**

All students shall be offered the opportunity to make up work with the exception of unexcused absences or tardies. Make-up tests may be different from regular tests.

If a student knows in advance that they will be excused from classes to participate in a school-sponsored activity, they should discuss make-up work with their teacher as soon as they know they are to be absent. The student, upon return to school, must contact the teacher immediately to arrange for work and/or tests missed.

Students who have been absent should contact their teachers regarding make-up work. The teacher will determine the length of time a student should have in making up missed work with a minimum of at least one (1) day for every day absent.

In instances where the student was present when work was assigned or tests were scheduled, the student is expected to submit the work or take the test upon the day after returning to school.

When work is not made up within the allotted time or by the time specified by the teacher, the student's grade will automatically become a zero. The teacher will document the schedule of make-up; dates assigned, and date due.

A student who received an unexcused absence may not make up work. If a test was given or written work was assigned in class, the student will receive a zero.