

## HARTLAND MIDDLE SCHOOL PARENTS ADVANCE ABSENCE NOTICE

For (first and last name): \_\_\_\_\_ Phone: \_\_\_\_\_

To be absent (dates): \_\_\_\_\_

Reason for absence: \_\_\_\_\_

Students are to get the signature of each class teacher by having them sign in the proper period, have parent or guardian sign and return to the office before the absence.

### TEACHERS CHECK ONE

Period	Class	Teacher Signature	Work Given To Student	Work Given Upon Return
Hmrm				
1.				
2.				
3.				
4.				
5.				
6.				

Parents may petition the school for pre-arranged absences when their child is expected to be absent three (3) or more consecutive days. A parent must appear at the school or present a written request at least five (5) days in advance of the anticipated absence. The student will be solely responsible for arranging for and completing the assigned work. The student will have the same number of days to complete makeup work as he/she was absent. Teachers will provide all assignments in writing or instruct students in writing to see the teacher upon return.

When assignments are given in advance of a family vacation, all assignments are due immediately upon the students return. When class work is not given in advance, the student must make it up when he/she returns to school.

Parents are strongly discouraged from taking their students out of school for family vacations and for other extended periods of time. Parents must be aware that making up school work is difficult even for capable students, and absences from the classroom may put required credits in jeopardy.

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

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