

MIDDLE SCHOOL ABSENCE REQUEST FORM



Columbus School for Girls
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DATE(S) OF ABSENCE: _____

- ☐ TIME FRAME from: _____ to: _____
☐ FULL DAY

ROTATION DAY(S) MISSED: A B C D E F

Steps:

1. Complete this form.
2. Bring the form to the Main Office.
3. Pick up the homework form.
4. Complete the Homework Form by asking teachers to provide you with the assignments you will be responsible for completing during your absence.

Please note that while the teachers make every effort to write down accurate assignments on this sheet, the assignments may change during the student's absence.

Student's Name _____ Form _____

Advisor's Name _____

Reason for Absence _____

Parent Signature _____ Date _____

If the absence involves family travel, please read and sign the bottom portion.

The faculty and administration of Columbus School for Girls Middle School appreciate the value of travel and the benefits that are gained through experiences in other cultural and geographic settings. Therefore, our generous vacation schedules try to provide time for such opportunities. The Middle School, however, neither encourages nor supports extensions of these vacation periods or the absence of students at a parent request for a pleasure trip during regularly scheduled class days. Parents who request such extensions or non-school vacation absences must review and complete this Student Absence Agreement form and return it to the Middle School Main Office prior to departure. Students who depart without turning in a completed form to the office may receive zeros for work assigned during their absence.

Unlike the additional make-up days given after an absence resulting from illness or an emergency, these missed assignments or tests must be completed the day the student returns to school, unless otherwise specified by the teacher. It is the responsibility of the student, not the teacher to get assignments, turn in assigned work, and make-up tests. Although they will answer specific questions about missed work, teachers are unable to tutor students who have missed school under this agreement.

We have read the above statements and understand all elements of this agreement.

Parent's signature: _____ Date: _____

Student's signature: _____ Date: _____