

**COLLEGEDALE ACADEMY
CLASS ABSENCE REQUEST FORM**



1. STUDENT

I, _____, am requesting permission from the Administrative Council to be absent from school on the following school days:

from _____ to _____.

for the following reason:

Parent/Guardian Signature _____

SUBMITTED TO AD COUNCIL FOLDER ON: _____ Date

All requests should be submitted for AD Council by Monday afternoon BEFORE the absence takes place.

PLEASE NOTE:
 School sponsored trips are the **ONLY** trips that will not count against perfect attendance. All other trips will be considered for excused absence purposes, but will count against perfect attendance.

 Students requesting days off for trips with non-family members are rarely excused.

 If a student has low grades, the Administrative Council will often recommend that the student stay in school.

All work must be turned in when the student returns to school unless other arrangements are made by the teacher.

2. TEACHERS

Please indicate the student's current grade and the deadline for make-up work. **Your comments will be helpful to the Administrative Council.**

Class	Current Grade	Teachers' Recommendations	Deadline for Make-up Work	Teacher Signature

3. Absences Excused _____ **Absences Unexcused** _____

Faculty Signature _____ **Date** _____