

KEYSTONE MIDDLE SCHOOL

REQUEST FOR EXCUSED FUTURE ABSENCES-PLANNED ABSENCE

DATE _____

STUDENT NAME _____ GRADE _____

This form must be completed 2 days prior to the planned absence whenever a student will miss 1 or more days of school when the absences are known in advance. The request cannot exceed 5 days in length. Only 5 vacation days will be approved as excused absences during a school year. All vacation days beyond the allotted 5 will be marked as unexcused and no credit for missed schoolwork will be given.

Please return this form to Keystone Middle School office when completed.

DATES OF REQUEST _____

REASON FOR REQUEST _____

PARENT OR GUARDIAN SIGNATURE _____

Check here if this is a school sponsored event

Total school days to be missed _____

Teachers: If you feel that this student cannot afford to miss the requested days due to low grades please signify here:

	APPROVED	DISAPPROVED
1 st Period Teacher	_____	_____
2 nd Period Teacher	_____	_____
3 rd Period Teacher	_____	_____
4 th Period Teacher	_____	_____
5 th Period Teacher	_____	_____
6 th Period Teacher	_____	_____
7 th Period Teacher	_____	_____
8 th Period Teacher	_____	_____
9 th Period Teacher	_____	_____

OFFICE USE ONLY

APPROVED _____

DISAPPROVED _____