

ADVANCE NOTIFICATION OF ABSENCE

STUDENT NAME

STUDENT ID NUMBER

REASON FOR ABSENCE

This note is to request an excused absence from school for a reason not covered by AACPS legal excuse for absence *(Regulation JB-RA Compulsory Attendance)*.

- I understand that work missed during this absence must be made up upon my return to school.
- I also understand that some grades for in-class participation cannot be made up and that these absences may affect my grade.

STUDENT SIGNATURE

PARENT SIGNATURE

HOME PHONE

CELL PHONE

OTHER CONTACT (EMAIL)

PERIOD	SUBJECT	CURRENT GRADE	ABSENCES TO DATE OF REQUEST	TEACHER SIGNATURE	COMMENTS
1-A					
2-A					
3-A					
4-A					
1-B					
2-B					
3-B					
4-B					

RETURN COMPLETED FORM TO YOUR ADMINISTRATOR FOR APPROVAL. **NOT VALID WITHOUT ADMINISTRATOR SIGNATURE.**

ADMINISTRATOR SIGNATURE

DATE

APPROVED: **YES NO**
(CIRCLE ONE)

ABSENCE CODE