BLACK RIVER
PUBLIC SCHOOL

EXTENDED ABSENCE APPROVAL FORM

Student Name: _____

Dates of Proposed Absence: ___/___/___ thru ___/___/___

(First Day Absent, MM/DD/YY) (Last Day Absent, MM/DD/YY)

Reason for Proposed Absence:

_____

_____

I have read the Black River Public School attendance policy regarding extended absences and understand that any work missed due to absences greater than five school days per semester may not be eligible for credit. I also understand that it is the responsibility of the student to gather assignments prior to a planned extended absence in order to keep up with his/her academic expectations.

_____ _____

Student Signature Date Teacher Signature Date

_____ _____

Parent Signature Date Teacher Signature Date

_____ _____

Dean of Students Signature Date Teacher Signature Date

_____

Teacher Signature Date

_____

Teacher Signature Date

_____

Teacher Signature Date

_____

Teacher Signature Date

Instructions: For scheduled absences of **three or more days**, please fill out this form for each student, get signatures from each teacher, and return to the Dean of Students for final approval. Please note: Teachers will not give students homework for extended absences unless this form is presented to them in advance . Per the attendance policy travel absences exceeding 5 days during the school year will be coded unexcused. Any travel days without prior approval will also be coded as unexcused.