



EXTENDED ABSENCE APPROVAL FORM

Instructions: This form is required for scheduled absences of **three or more days**. Fill out this form for each student, obtain the required signatures from each teacher, and return to the main office for final approval from the building administrator. Please note: **Teachers will not give students homework for extended absences unless this form is presented to them in advance.** Per the BRPS/OAISD attendance policy, travel absences exceeding 5 days during the school year will be coded as unexcused. Any travel days without prior approval will also be coded as unexcused.

Student Name: _____ Grade: _____

Dates of Proposed Absence: ____/____/____ thru ____/____/____
(First Day Absent, MM/DD/YY) (Last Day Absent, MM/DD/YY)

Reason for Proposed Absence:

Check if your student will have internet access and can check email (MS/HS students only)

| Block | Teacher Signature | Date | Notes |
|-------|-------------------|------|-------|
| A/EL | | | |
| B | | | |
| C | | | |
| D | | | |
| E | | | |
| F | | | |
| G | | | |

I have read the Black River Public School attendance policy located on the Black River website under Resources 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 _____

Parent Signature _____ Phone Number _____ Date _____

Building Administrator Signature _____ Date _____