

PARENT AND STUDENT REQUEST FOR EXCUSED ABSENCE
 NAPLES HIGH SCHOOL
 PSC 808 BOX 15
 FPO AE 09618
 TEL: (081) 811-4061
 DSN: 629-4061

ADVISORY

Our school year meets classes on less than half the number of days in a calendar year, **making every class meeting extremely important.** Often the student misses seven hours of instruction and guidance, which cannot be “made-up” by any amount of written work. Excessive absence has a negative impact on the class and on the student’s academic performance.

After the parent signs, the teachers must make their recommendations before the administration signs.

I, _____ having read the advice above, request that the principal excuse my dependant,
 _____ Grade ____ to miss class from ____/20____ to ____/20____ for (purpose)
 _____.

I understand that **I ASSUME RESPONSIBILITY** FOR SUPERVISING my child’s completion of any work that my student’s teachers recommended. I understand that the school assumes *no responsibility* for this absence.

 (Signature of sponsor/parent)

NOTIFICATION TO TEACHERS

Class / Period	Class/Teacher	Teacher’s Signature	Recommendation (Circle One)	
1			Recommended	Not Recommended
2			Recommended	Not Recommended
3			Recommended	Not Recommended
4			Recommended	Not Recommended
5			Recommended	Not Recommended
6			Recommended	Not Recommended
7			Recommended	Not Recommended
8			Recommended	Not Recommended

ADMINISTRATOR’S STATEMENT

If approved, for the attendance record, the student will be marked “excused.” The student is required to take this form to each teacher for signature so that every teacher is aware of the reason for your child’s absence from class on the stated dates. This gives the opportunity to advise the student about class work which will be missed.

 (Signature)

STUDENTS STATEMENT

I understand that I should discuss my absence with each teacher and return this form to the principal I fully understand my responsibilities as my teachers have outlined them. I will talk to my teachers as soon as I return and will complete all make up work within the same number of days absent specified in the Parent-Student Handbook or have all work complete upon my return as “Pre-Arranged Absence” policy.

 (Signature of Student)