Jasper High School
STUDENT ABSENCE REQUEST

Student Name: ___________________ ID# _____ Grade: ________

Parent Name: ___________________ Home/Cell #: ______________

Date of Request: _________________ Work Phone #: ____________

Dates of Absences: ________________

Reason for Absence: __________________________________________

________________________________________________________________

Please list student’s school-aged siblings, if any, and indicate school attending:

Name: ___________________________ School: _____________________

Name: ___________________________ School: _____________________

Name: ___________________________ School: _____________________

Parent Signature: ___________________________________________

ATTENDANCE POLICY: Regular attendance in school is essential for a quality education. We encourage your student to be present every day. Excused absences include temporary absence resulting from personal illness or death in the family, weather, or road conditions making travel dangerous. Absences such as vacations and trips, baby-sitting, working, non-school sponsored athletic events and programs shall be considered unexcused.

In order for a student to make up and receive credit for work assigned during an unexcused absence, the student must submit one week in advance a written notification of the planned absence to the principal. When no prior notification is given, student shall receive a zero for all work assigned during the absence.

FOR OFFICE USE:

Excused: _____ Unexcused: _____ Make up work allowed ______ Make up work not allowed ______

Principal Signature: __________________________ Date ______________

Revised 7/2012