

# SUNSET RIDGE SCHOOL EXTENDED ABSENCE FORM

Please complete and sign this form if your child will be out of school for an extended time period.

1. This form is completed by any parent and students having a planned absence for more than one day. We ask that the form be completed at least three (3) days before the absence so teachers have time to organize materials.
2. Student takes the form to his/her teachers to organize information about work he/she will miss during his/her absence.
3. Student shows the completed form to his/her homeroom or advisory teacher before turning in the form to the school secretary. A copy of the form will be filed in the office and one will be given back to the student and the student's advisor.

I am notifying the school of an extended absence from school for my child,

\_\_\_\_\_

for the following days: \_\_\_\_\_ to \_\_\_\_\_ for the purpose of:  
   (month/day/year)  (month/day/year)

\_\_\_\_\_

I assume complete responsibility for withdrawing my child from school for this period of time. **All make-up assignments must be completed and handed in upon return to classes.** The only exception will be specific arrangements made by individual teachers.

While they are away, students should continue to check their teachers' web pages for additional information. They should also set up times to see teachers when they return.

Also, it is understood that there is a certain element of work that may not be made up, as it required your child's presence in school. In those cases, the teacher may assign an alternate activity or there may be grade point loss due to the absence.

\_\_\_\_\_

(Signature of Parent or Guardian)(Date)

Subject/ Teacher	Assignment(s) - Continue on Attached Sheet (as needed)	DUE DATES
MATH		
LANGUAGE ARTS		

<b>SCIENCE</b>		
<b>SOCIAL STUDIES</b>		
<b>SPANISH</b>		
<b>MUSIC (Band/ Strings)</b>		
<b>ART</b>		

Turn in form to the School Secretary. A copy will be given to the student and the advisor.

\_\_\_\_\_ (Signature of School Secretary)