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ABSENCE REQUEST FORM

<u>Student</u>	<u>Grade</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These students will be absent from _____ to _____

due to (circle one): emergency (excused) vacation (unexcused)

Any tests or exams missed should be written before leaving or on the first day back, at the teacher's discretion. If not written, students will receive a zero on missed tests or exams.

After fifteen unexcused days a student may need to repeat the grade. Any vacation time of 5 school days or less, will be counted as unexcused. For vacation time *over* 5 days, if all class work is done, vacation time will be considered half-excused and half-unexcused. MSCS requires a minimum of 5 days to approve non-emergency requests.

Parent Signature: _____

Date: _____

Comments:

Principal approval: _____

Date: _____