

Advanced Make-Up Slip

Student: _____ Today's Date: _____

Grade _____ Date(s) of Absence(s): _____

Reason for Absence _____

First: Fill out the top of this form. Second: Parent approves and signs at the bottom. Third: Principal approves and signs. Fourth: Teachers write in assignments and sign. Finally: Return the completed form to the office.

Principal's Signature: _____

Fully Excused

Prearranged Unexcused

Options:

- Assignments turned in before absence - 100%
- Assignments turned in by 8:00 am on day of return - 95%
- Assignments turned in after 8:00 am on day of return - 80%

PER	SUBJECT	ASSIGNMENT	TEACHER'S SIGNATURE
1			
2			
3			
4			
5			
6			
7			

The teacher's signature indicates approval for absence and that work will be completed in advance or that other arrangements have been made.

Forms must be picked up by the student in sufficient time to allow for all items to be signed and the form returned to the office by 4:15 p.m. the last school day preceding the absence.

My son or daughter has my permission to be absent for the dates and reason stated above.

_____ Parent's or Guardian's Signature