COLLEGEDALE ACADEMY
CLASS ABSENCE REQUEST FORM

1. STUDENT

I, _____, am requesting permission from the Administrative Council to be absent from school on the following school days:

from _____ to _____.

for the following reason:

_____

_____

_____

_____
Parent's Signature

PLEASE NOTE:

School sponsored trips are the **ONLY** trips that will not count against perfect attendance. All other trips will be considered for excused absence purposes, but will count against perfect attendance.

Students requesting days off for trips with non-family members are rarely excused.

If a student has low grades, the Administrative Council will often recommend that the student stay in school.

All work must be turned in when the student returns to school unless other arrangements are made by the teacher.

2. TEACHERS

Please indicate the student's current grade and the deadline for make-up work. **Your comments will be helpful to the Administrative Council.** These sheets are sent to the parents.

Class	Current Grade	Teachers' Comments/Recommendations	Deadline for Make-up Work	Teachers' Signature

3. Absences Excused_____ Absences Unexcused_____

Faculty Signature_____ Date_____