

# Warranted (Administrator-Excused) Absence (must be completed 48

*hours before absence date)*

Warranted (Administrator-Excused) Absences are only for reasons approved by an administrator and they allow students to make up missed classroom work.

I, \_\_\_\_\_, wish to be absent from school from

\_\_\_\_\_ through \_\_\_\_\_ for the following reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand it is my responsibility to determine the work I will miss during this absence.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent/Guardian Signature

*Student:*

- 1) Ask your teachers to complete the back of this page, indicating assignments due with their signature approval
- 2) Return the completed form to an administrator for signature

\_\_\_\_\_

Administrator signature for final approval

\_\_\_\_\_

Date

*FOR ATTENDANCE OFFICE USE ONLY:  
(circle correct attendance code)*

AD  
admin. decision

CV  
college visit  
(personal other than health)

OE  
other excused

## ASSIGNMENTS to be made up

Students with a warranted absence shall be allowed to complete all missed assignments and tests that can be reasonably provided and, upon satisfactory completion, given full credit. The teacher shall determine which assignments and what period of time are allotted to the student. The tests and assignments shall be equivalent to, but not necessarily identical to, those the student missed during the absence.

<b>Period</b>	<b>Assignment</b>	<b>Teacher's signature</b>
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
<b>E</b>		
<b>F</b>		
<b>G</b>		

### **FOR COLLEGE VISITS ONLY**

**(This absence is approved only for Seniors and second-semester Juniors. A maximum of 5 days is allowed in one school year.)**

You must obtain signatures from the college admissions officers where you visit:

<b>Date</b>	<b>College Admissions office signature</b>