

**HILLSDALE LOCAL SCHOOLS
APPLICATION FOR PRE-EXCUSED ABSENCE**

This application should be turned in to the Principal **one week before the absence** to determine excused or unexcused status.

Date of Request: _____

_____ wishes to be absent from school on the

following date(s): _____

Reason for Absence:

_____ Family Vacation (explain) _____

_____ Work at Home (explain) _____

_____ County Fair - Project: _____ Date(s) of Show _____

_____ College Visitation (limit of 2) - College: _____

Guidance Counselor's Signature: _____

_____ Other (explain) _____

In every case of pre-excused absence, it is the student's responsibility to obtain the assignments for each class prior to the absence and turn in completed work upon returning to school. If work is not completed under the above guidelines, an "F" will be recorded for the incomplete assignments and figured into the total grade.

I fully understand the conditions for receiving credit for assignments during my absence from school.

Student's Signature

I am fully aware of my child's absence and the conditions that go with it and hereby grant my permission.

Parent or Guardian's Signature

Office Use Only:

_____ Approved _____ Disapproved _____ Not Recommended

Reason: _____

Principal's Signature

If approved, the student should inform teachers of the date(s) of absence so that special arrangements can be made for make-up work.

The signatures of the teachers indicates that they have knowledge of my absence.

<u>Period</u>	<u>Subject</u>	<u>Initials</u>	<u>Period</u>	<u>Subject</u>	<u>Initials</u>
1	_____	_____	5	_____	_____
2	_____	_____	6	_____	_____
3	_____	_____	7	_____	_____
4	_____	_____			