

## LIMITED EXCUSED ABSENCE REQUEST

With the Dean's approval, a student is permitted to accumulate eight times the number of periods in his scheduled school day. All absences in excess of the allotted number permitted shall be declared unexcused. Example: If you are taking 7 hours in a normal school day, 7 hours X 8 = 56 hours are allowed for the entire school year as a limited excused absence. This is accumulated on a yearly basis.

1. Complete this form in full. **Notify all teachers of your PLANNED LIMITED EXCUSED ABSENCE and have them initial on the reverse side. At this time, they may give your homework assignments. Teachers have the prerogative to require students to turn in assignments before leaving.**
  
2. Return this form completed to the Office of Student Services TWO (2) DAYS PRIOR to your planned absences.

NO LIMITED EXCUSED ABSENCES WILL BE PERMITTED DURING THE FIRST AND SECOND SEMESTER EXAM DAYS.

If you return earlier or use less hours than you have stated in the form, please notify Student Services the day of your return so that you will not be charged with the extra limited excused absences. Failure to follow the above procedure will result in the absence being classified as **UNEXCUSED.**

Student's Name: \_\_\_\_\_

(Circle)

Freshman

Sophomore

Junior

Senior

ABSENCE REQUESTED:

FROM:

TO:

DATE OF RETURN:

\_\_\_\_\_ through \_\_\_\_\_  
 Date      Period      Date      Period      Date      Period

REASON FOR REQUESTED ABSENCE:

(Circle)

TRIP

VACATION

RELIGIOUS RETREAT

OTHER:

\_\_\_\_\_

\_\_\_\_\_  
 (Signature of Parent)

**FOR OFFICE USE ONLY:**

Total number of periods gone from school during this absence..... \_\_\_\_\_

Total number of periods used to date before this absence..... \_\_\_\_\_

Total number of periods that will be used after this campus..... \_\_\_\_\_

Total scheduled hours in school work program..... \_\_\_\_\_

Signature of Dean: \_\_\_\_\_

Date: \_\_\_\_\_