

HOLGATE HIGH/MIDDLE SCHOOL

ABSENCE PERMISSION FORM

For approval of prearranged absences, an Absence Permission Form must be completed and turned in five (5) days prior to the absence. Prearranged absences include; vacations (up to 5 days), college visits and job shadowing (2 for juniors and seniors), farm work, etc. Make-up work will be given prior to the absence or when the student returns, at the teacher's discretion. Students will have as much time to make up work as they were absent. Any days beyond the permitted number of planned days will be considered unexcused absences. Students that have accumulated 65 absent hours will not be excused for prearranged absences.

Obtain the Principal's signature for approval prior to submitting this form to your teachers for their signatures. The completed form must be returned to the MS/HS Office prior to the absence.

Student's Name _____

Reason(s) for Absence ☐ Vacation ☐ College Visit ☐ Job Shadow
 ☐ Farm Work ☐ Other _____

Date(s) of Absence _____

Parent/Guardian Signature _____

Principal's Signature _____

Make-up Work Due _____

Teachers, do not sign this until it has been signed by the Principal.

Teacher signatures are required from all academic courses (not needed for Study Halls).

Period	Class	Teacher's Signature and Comments
1		
2		
3		
4		
5		
6		
7		
8		

College Visit or Job Shadow: Counselor Signature Required	
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