

HOLGATE LOCAL SCHOOLS

ABSENCE PERMISSION BLANK

Up to five (5) vacation days may be approved by the Principal. All students who complete and return this form at least 5 days in advance of a vacation will be given make-up work prior to the absence or when they return, at the teacher's discretion. Students will have as much time to make up work as they were absent. Any days beyond five (5) vacation days will be considered unexcused absences. Therefore, no credit will be given for work missed during the unexcused portion.

Obtain the Principal's signature for approval prior to submitting this form to your teachers for their signatures. The completed form must be return to the Middle/High School office prior to the vacation.

Student's Name _____

Reason (s) for Absence: _____

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.

Period	Class	Teacher's Signature and Comments
1		
2		
3		
4		
5		
6		
7		
8		
9		