

**ADVANCE REQUEST FOR ABSENCE**  
**(Pike-Delta-York Schools)**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates to be absent from school \_\_\_\_\_

Other students, in the district, affected by this leave (please list name and grade)

\_\_\_\_\_

(parents - please complete one form per student this absence request impacts)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***NOTE: Days missed during this leave will be counted towards the five (5) excused days toward the maximum allowed each semester. If, before or during the leave, the student has used all five (5) excused days, the remaining days will be counted as unexcused.***

I request that my son/daughter be given permission to be absent from school for the following reason(s):

\_\_\_\_\_ Family Vacation

\_\_\_\_\_ Death (Immediate Family)

\_\_\_\_\_ Church/Youth Group

\_\_\_\_\_ Athletic/Academic Competition

\_\_\_\_\_ Emergency Work

\_\_\_\_\_ Other (Please Explain): \_\_\_\_\_

*Students, parents and teachers understand that:*

1. The school administration reserves the final right to determine if absences are recorded as excused or unexcused.
2. It is the student's responsibility to make all arrangements with his/her teachers for the completion and make-up of all tests and class work. *Parents take on this responsibility in the lower elementary grades.*
3. The teacher may determine the due date of make-up work at the time assignment is given if the assignment is given prior to the absence. This due date may be before the absence, the date upon return, or thereafter.
4. The request for absence and assignments must be made far enough in advance to allow the student to complete the makeup work prior to the absence if requested by teacher/principal.
5. If teacher chooses to wait for the student to return to give the makeup assignments, the student will have a period of time equal to two days time for each day's absence.
6. The teaching staff is under no obligation to make sure that assignments, etc., are completed.

Communication and honesty between home and the school will facilitate our cooperation in granting approval for an absence from school. The school reserves the right to deny make-up privileges for absences that are not approved in advance, or in cases where the student's absence is deemed excessive and, thusly, determined to be unexcused-no makeup will be allowed.

*Excused:*

☐ Makeup

☐ NO makeup

*Unexcused:*

☐ NO makeup ☐

Other

☐ Please note: If this box is checked, although approval has been granted, there is concern about the length of this request.

\_\_\_\_\_ Delta Elementary

\_\_\_\_\_ Delta Middle School

\_\_\_\_\_ Delta High School

\_\_\_\_\_  
Principal

**Teacher Requirements/Expectations for Make-up Work**

*The student listed on this form has been granted permission to be absent from school under the terms stated on this application. Your child's teacher(s) will list specific requirements/expectations for make-up work in the space provided on the back of this form or attached to this form. Credit will be accounted for in the teacher's grade book. It is the student's responsibility (or parent in lower elementary grades) to communicate with the teacher and to make sure that all make-up work is completed in the allocated amount of time (a period of time not to exceed the allowed absence). Teachers will not be expected to assume the responsibility in making this opportunity possible for the student, nor will it be the responsibility of the teacher to collect the work.*

**MAKE UP WORK FOR ADVANCE ABSENCE REQUEST (see other side for instructions)**

TEACHER:

WORK:

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