



**EXTENDED ABSENCE NOTIFICATION (5<sup>th</sup> – 6<sup>th</sup>)**

**STUDENT:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

***This form is required for absences of three or more days.*** In accordance with the Academy’s policy on attendance, the school cannot be held responsible for the student’s performance that may result from an extended absence nor for the content or skills that may be missed.

I am notifying the school of an extended absence for my child (named above) from \_\_\_\_\_ to \_\_\_\_\_, because of (reason for extended absence) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent’s Name:** \_\_\_\_\_

**Parent’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Director’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Students must inform all of their teachers of the planned absence and obtain their signatures before submitting this form to the MD Front Office as far in advance of the planned absence as possible, preferably at least **two weeks** before departing.*

Class	Teacher	Teacher Signature
Humanities		
Math		
Science		
Instrumental		
PE		
Art		
Robotics		
Theater		
World Language		