



EXTENDED ABSENCE NOTIFICATION (7th – 12th)

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 or UD Administrative Assistant as far in advance of the planned absence as possible, preferably at least **two weeks** before departing.*

Block	Class	Teacher	Teacher Signature
1A			
2A			
3A			
4A			
1B			
2B			
3B			
4B			