

NON-EMERGENCY EXCUSED ABSENCE

Written request for a non-emergency excused absence must be made to the principal at least five days in advance of the first day of the requested absence.

While we do recognize that sometimes there is the need for a student to be absent from school for reasons other than illness we try to discourage this practice. However, if this situation does arise, it will benefit both teacher and student to follow the procedure listed below.

Student's Name: _____ Grade: _____ Date received: _____

Date(s) requesting to be excused: _____

Reason for absence: _____

<u>CLASS SUBJECT</u>	<u>EXCUSED YES/NO</u>	<u>TEACHER'S SIGNATURE /comment</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

If one or more teacher does indicate a concern about your student's absence, you will be notified by the school office, at which time an appointment will be set for you to speak with the Upper /Middle School Principal and/or the teacher(s) regarding the concern(s). The administration of BLS reserves the right to determine whether such an absence is excused or unexcused.

PARENTS-PLEASE NOTE: The student is responsible to make up their work in accordance with the school's Make Up Work policy as stated in the Parent-Student Handbook. If the work is not made up in accordance to this schedule, or if the absence is unexcused, the student will receive zeros for their missed work.

IMPORTANT: The completed form **MUST** be returned to the Attendance Office within two days of the excused absence date. If it is not returned the absence will be considered unexcused, and all homework, tests, quizzes, etc, will receive a zero for those days absent.

Parent(s) Signature Date

Student's Signature Date

Middle/Upper School Principal's Signature Date