



South Royalton School

EXTENDED ABSENCE FROM SCHOOL

This form should be completed and returned to the Registrar prior to any anticipated absence of more than three days in succession.

Student's Name _____ Grade _____ Date _____

Reason for Absence:

- 1. Family Business or Vacation _____
- 2. Illness or Hospitalization _____
- 3. Personal Business _____
- 4. Other _____

Additional information if necessary

Signature of Parent Authorizing Absence _____

Number of Actual School Days to be Missed _____

Length of Absence _____ / _____ to _____ / _____
Month Day Month Day

The student must recognize that he/she is responsible for any work missed while being absent. The teacher will provide instructions as to what work will have to be made up, but the responsibility for the completion of the make up work rests with the student.

After this form is completely filled out, return it to the Registrar.

Signature of Principal _____

Extended absence procedure

1. Parent notifies the office two weeks prior to impending extended absence (emergencies excluded)
2. A school official gives the parent the extended absence form.
3. Parent submits completed form to Registrar.
4. Registrar
 - a. Verifies completion and files a copy of the form.
 - b. Gives Guidance a copy of the form.
5. Guidance:
 - a. Prints the completed "*extended absence work table*" (*document in Google Drive*).
 - b. Attaches the form to the student folder.
 - c. Sends out an email to grade level appropriate teachers.
 - d. Places the folder in the student's first period teacher's mailbox.
6. The first period teacher:
 - a. Fills out the first row of the table and initials complete (indicate NONE if appropriate).
 - b. Puts instructions and/or materials in the folder.
 - c. Gives folder to the next teacher on the table.
 - d. Folder is passed along to the next teacher until completed (please make sure you initial).
7. The last teacher to receive the folder returns it to Guidance.
8. Guidance verifies that all teachers received the folder and gives folder to the registrar.
9. Registrar verifies all documents are signed and gives it to administration for final signature.
10. Documents are kept with registrar until picked up by parent and/or student.
11. File copy of the request is placed in student file.