

## Dee-Mack Junior High Pre-Excused Absence Form

Sometimes a student must miss school for a reason other than illness or death in the family. Students must request an excused absence by submitting this form to the building principal two (2) school days in advance. Only pre-arranged absences with family members or a legal guardian will be approved. Deer Creek-Mackinaw School District policy is no more than two requests with a limit of five days total for the school year.

**It is the parent's responsibility to:**

1. Obtain this form from the office.
2. Sign & return it to the office.

**It is the student's responsibility to:**

1. Get the principal's signature.
2. Get the assignments & teacher's signatures.
3. **Return this form to the office the day before your scheduled absence, copies will be made.**

Name of Student: \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

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

HOUR	ASSIGNMENT	TEACHER SIGNATURE
1 <sup>ST</sup>		
2 <sup>ND</sup>		
3 <sup>RD</sup>		
4 <sup>TH</sup>		
5 <sup>TH</sup>		
6 <sup>TH</sup>		

It is the student's responsibility to complete these assignments during the period of absence. All work sent with the student is due on the first day the student returns to school. Any work not turned in on that day will have the grade adjusted accordingly. There will be a grade reduction for work completed for days not approved by the building principal.

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OFFICE USE ONLY

**Approved- Student absence is excused.**                       **Denied- Student absence is unexcused.**

Reason for denial: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_