

## Regis Middle School Advance Absence Form

*This form is to be signed by the teachers at least two days prior to the student's absence.  
The form needs to have ALL signatures and be returned to the office **before** the student is to be absent in order for the absence to be counted as excused.*

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

If not a full day, list periods student will be absent: \_\_\_\_\_

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

If school activity, sponsoring teacher's signature: \_\_\_\_\_

I realize the absence from school will cause me/my student to miss school assignments. I realize it is the student's responsibility to make arrangements for having missed work made up in an appropriate fashion and time frame. I understand by their signature teachers have indicated the student has/has not agreed to an appropriate time and manner for making up the missed work due to the absence(s). Failure to have ALL teachers signatures or a NO for arrangements made, may result in the student NOT being excused for the absence(s), resulting in a ZERO being received for those lessons/assignments missed due to the absence(s).

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

	<u>Teacher Signature</u>	<u>Arrangements Made</u>	<u>Date</u>
Period 1	_____	YES NO	_____
Period 2	_____	YES NO	_____
Period 3	_____	YES NO	_____
Period 4	_____	YES NO	_____
Period 5	_____	YES NO	_____
Period 6	_____	YES NO	_____
Period 7	_____	YES NO	_____
Period 8	_____	YES NO	_____