



Soaring to Excellence...

Brandon Bates High School Principal

REQUEST FOR SCHOOL-RELATED ABSENCE

\_\_\_ college visit    \_\_\_ college/school event    \_\_\_ career opportunity    \_\_\_ other

Date of request: \_\_\_/\_\_\_/\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

List date(s) requested: \_\_\_\_\_ total = \_\_\_\_\_ days

Name of parent or guardian making request: \_\_\_\_\_

Please summarize reason for request in the space below or attach written explanation. Include an itinerary of the proposed absence dates as well as signatures of instructors, points of contact, or activity supervisors. Any coursework missed as a result of missing school during this time period must be made up. Student will be allowed to make up missing work day-for-day plus one day (example: missed two days of school, days to make up work equals three days—two days out plus one day).

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

not approved / approved by

Signature of building principal: \_\_\_\_\_ Date: \_\_\_\_\_