

MORTON JUNIOR HIGH SCHOOL
LIMITED EXCUSE ABSENCE FORM

STUDENT NAME _____

STUDENT I.D. # _____

DATE(S) FOR ABSENCE REQUESTED _____

PERIODS TO BE ABSENT _____

REASON FOR ABSENCE (why can't this be done at another time when the student is not in school?) PLEASE EXPLAIN

PARENT/GUARDIAN SIGNATURE _____

DATE _____

PROCEDURE

Limited Excuse Absence should be made ONE WEEK IN ADVANCE. (Refer to the Student Handbook concerning limited excuse absences) **5 DAYS MAXIMUM PER YEAR**

Take this form home and have it filled out by a parent/guardian and **RETURN TO THE OFFICE AS SOON AS POSSIBLE.**

After this form is returned and then approved, the student will get assignment sheets to be filled out by each of their teachers. Assignments will be given when possible. **IT IS THE STUDENTS RESPONSIBILITY TO REQUEST THE ASSIGNMENTS.**

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FOR OFFICE USE ONLY

STUDENT ATTENDANCE RECORD YEAR TO DATE

OF EXCUSED ABSENCES _____ # OF UNEXCUSED ABSENCES _____

OF LIMITED EXCUSED ABSENCES _____

ADMINSTRATORS SIGNATURE AND COMMENTS.....