



HULL LOWER SCHOOL

EXCUSED ABSENCE REQUEST

Except for sickness, please use this form to request an excused absence from school. Excused absences include a death in the family, medical procedures, observance of a religious holiday, attending school sponsored activities and events, family vacation, non-school athletic competition, and/or any other planned absence from school. Complete and return this form to the Hull Lower School office **TWO DAYS PRIOR** to the date of absence. Failure to complete this form can result in no academic credit issued for a student's missed assignments.

PLEASE COMPLETE IN FULL:

Student Name: _____

I will be absent: Mon. Tue. Wed. Thu. Fri. (Circle all that apply). **Reason:** _____

I will be absent the date(s) of _____.

I will return to school on _____.

ANY STUDENT OBTAINING AN EXCUSED ABSENCE MUST MAKE UP ALL CLASSWORK, HOMEWORK, AND TESTS. THIS FORM MUST BE FILLED OUT COMPLETELY AND INITIALED BY ALL OF THE STUDENT'S TEACHERS, THEN TURNED IN TO THE LOWER SCHOOL OFFICE TWO DAYS OR MORE PRIOR TO THE ABSENCE FOR THE PRINCIPAL'S APPROVAL. USE THE BACK OF THIS PAGE TO LIST MISSED ASSIGNMENTS IF NECESSARY.

Period	Class	Missed Assignments	I Will Make Up Assignments By:	I Will Make Up Tests/Quizzes By:	Teacher's Initials

STUDENTS: All work not completed by the specified deadlines above will be considered late. Penalties for overdue work will apply.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

<p><u>FOR ADMINISTRATOR'S USE ONLY</u></p> <p><input type="checkbox"/> EXCUSED</p> <p><input type="checkbox"/> UNEXCUSED</p> <p>APPROVED BY: _____ DATE: _____</p>
