

Houston Jr/Sr High
Scheduled Absence Worksheet

Scheduled Absence Worksheets are the full responsibility of the student. The student requesting work prior to an absence must allow a minimum of 5 days' notice to the teacher whenever possible. They are to be filled out by the parent/guardian, teachers, and the guidance counselor. They must be completed and turned in to the counseling office prior to the absence. A copy will be made and placed in the student's file. As per student handbook, pg. 33: "There are learning activities that are unique to the classroom setting that cannot be made up outside of the classroom. Alternate assignments are not provided for these activities." "Students are entitled to 1 day for each day absent in making up work. Assignments that are assigned in advance are due on the assigned date. Teachers can extend the time based on the specific needs of their class."

Name: _____ Stu. # _____ Grade: _____ Date: _____

Reason for absence: _____

Proposed Date of Absence: _____ through _____

Parent/Guardian Authorization: _____ School Days Absent _____

Counseling Department: _____ Administrator Signature _____

****More than 10 days absent. YOU WILL NEED TO FILL OUT THE TOP PORTION AND HAVE AN ADMINISTRATOR'S SIGNATURE BEFORE HAVING THE TEACHERS SIGN!!!**

Teacher	Class	Assignments
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____
_____	_____	_____ _____ _____

Comments: _____

