

## Bowling Green School Request for EXTENDED ABSENCE

PLEASE COMPLETE AND SUBMIT TO THE MAIN OFFICE FOR REVIEW **BEFORE** ACQUIRING TEACHERS' SIGNATURES.  
This form must be completed at least 5 days prior to the planned absence.

**EDUCATION TOUR OR TRIP:** The Bowling Green School Administration will consider a parental request to have children participate in an educational tour or trip during the school term when the Principal determines it serves a justifiable educational purpose.

**VACATION:** If the absence request does not qualify as an educational tour or trip, it will be considered a vacation request. These days also count against the absence limit. Students with poor academic records, and/or poor attendance will not be considered.

**These types of absences will not be waived and will count toward the attendance policy absence limit: Ten (10) days per school year. No trips will be approved during critical testing periods or the last two weeks of the school year.**

Please remember, it is the **student's responsibility** to coordinate with the teacher and complete all missed assignments, quizzes, and tests in a timely manner. Parents and students must recognize that daily classroom instruction, discussion, and participation are critical to academic success and can never be fully recovered when absent.

Student _____ Grade _____ Today's Date _____
Dates of trip from _____ to _____ Total days requested _____
Destination _____
Educational Value _____
I have reviewed the Bowling Green Attendance Policy and am aware of the school's approved absence requirements.
Parent/Guardian Signature _____

<b>ADMINISTRATIVE USE ONLY:</b>	Education Trip: _____ (Excused/School Approved)
Days absent to date _____	Vacation: _____ (Excused)
Days absent for trip _____	Other: _____ (Unexcused)
Total days absent _____	Principal Signature _____

**TO THE TEACHER:** The principal's signature indicates that the above named student has been given permission to be absent on the dates indicated. Please provide homework assignments to cover that period. Student make-up work is permitted. Teachers, your signature on this form indicates your awareness of these arrangements. **List any required work on the back of this sheet.**

1<sup>st</sup> period: \_\_\_\_\_

5<sup>th</sup> period: \_\_\_\_\_

2<sup>nd</sup> period: \_\_\_\_\_

6<sup>th</sup> period: \_\_\_\_\_

3<sup>rd</sup> period: \_\_\_\_\_

7<sup>th</sup> period: \_\_\_\_\_

4<sup>th</sup> period: \_\_\_\_\_

**SUBMIT TO OFFICE AFTER ALL SIGNATURES ARE COMPLETE**

**Student Work Required During Extended Absence**

I agree to meet the following requirements in order for this planned absence to be excused. I fully understand that it is my responsibility to obtain and complete these requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

<b>Teacher</b>	<b>Work Required</b>	<b>Date Due</b>
1 <sup>st</sup> Hour		
2 <sup>nd</sup> Hour		
3 <sup>rd</sup> Hour		
4 <sup>th</sup> Hour		
5 <sup>th</sup> Hour		
6 <sup>th</sup> Hour		
7 <sup>th</sup> Hour		