

SMHS ABSENCE FORM

TODAY'S DATE				STUDENT NAME	
GRADE (circle one)				DATE'S OF REQUESTED ABSENCE	
9	10	11	12		
REASON FOR ABSENCE					
CATEGORY (check one of the categories)					
	Excused Absence – (1 day notice) Medical or Dental Appointments/Driver's License				
	Church/Youth Group Activity – (2 week notice) Chorus Tour/Youth Conferences				
	Family Trip – (2 week notice) Trips that include most of your immediate family/Once a year				
	Mission Trip – (2 week notice) Only twice during a student's time at SMHS				
	Educational Trip – (2 week notice) Purpose is an educational experience				
	Unexcused Absence – (1 day notice) Any absence not in one of the above categories				
PARENT/GUARDIAN SIGNATURE					
I HAVE READ THE GUIDELINES (ON BACK) AND AM AWARE OF THE RESPONSIBILITIES WHICH I HAVE ASSUMED. (Upon approval this form serves as the excuse from school on the above date(s)).					
_____			_____		
PARENT/GUARDIAN SIGNATURE			DATE		
DO NOT WRITE BELOW THIS LINE					
PREVIOUS ABSENCES					
EXCUSED	CHURCH/YOUTH	FAMILY TRIP	MISSION TRIP	EDUCATIONAL TRIP	UNEXCUSED
FILED AS					
EXCUSED	CHURCH/YOUTH	FAMILY TRIP	MISSION TRIP	EDUCATIONAL TRIP	UNEXCUSED
APPROVED <input type="checkbox"/>		NOT APPROVED <input type="checkbox"/>			
_____			_____		
ADMINISTRATOR SIGNATURE			DATE		

ABSENCE EXPLANATION

1. Excused Absence

- a. Includes sickness (please turn in an absence report slip for sick days)
- b. Also includes unusual experiences in the immediate family (weddings, deaths, etc.)
- c. This absence will be included in your excused absence total for the year

2. Church/Youth Group Activity

- a. 3 days per year
- b. This absence will be included in your excused absence total for the year

3. Family Trip

- a. 1 trip per year, up to 5 days
- b. This absence will be included in your excused absence total for the year

4. Mission Trip

- a. Twice during students time at SMHS
- b. 5 days per trip
- c. This absence will be included in your excused absence total for the year

5. Educational Trip

- a. 2 days per year
- b. The purpose of the trip must be for an educational experience
- c. This absence will be included in your excused absence total for the year

6. Unexcused Absence

- a. 3 days per year before the local school district is notified
- b. Includes days taken for hunting, fishing, shopping, etc.
- c. School work missed cannot be made up and will result in a zero grade.
- d. Beginning with the 4th excused absence, a penalty of 1% per day will be deducted from all quarter grades in which absences occur.

ABSENCE GUIDELINES

1. To qualify for any special absence, students must have passing grades in all classes.
2. Students may only use 5 absences for special absences in a school year. They may use combinations of absences, but no more than 5 days.
3. After 10 excused absences a signed doctor's note is needed for the absence to be excused. Special absences are included in that total.