

Denmark Middle School Student - Excused Absence Form

Name _____ Dates of Absence _____

Reason for Absence _____

Parent Signature _____

Class Period	Subject	Assignment	Teacher Signature
1			
2			
3			
4			
5			
6			
7			

Denmark School District Board Policy requires the building principal's approval for all anticipated absences. Students who plan to miss school must bring a written excuse to school one week prior to the absence and pick up this form.

The form must be filled out by the all of the teachers and returned to the office prior to the absence.

According to State Statute, a student who is excused in writing by his/her parent/guardian before the absence occurs will be excused from school. A student may be excused by the parent/guardian under the provision for not more than 10 days in a school calendar year.

Students who are absent from school are required to make arrangements with the teachers for make up work and missed assignments during the absence. Teachers will be asked to grant the number of days absent plus one for make-up time. This applies to all work assigned during the absence. Exams missed during the absence will be taken at a time mutually agreed upon by the student and the teacher.

Principal Signature _____ Date _____