Student Absence Form

Student Name_____

Dates of Absence _____

Absence Reason _____

Class Hour	Subject	Homework	Staff Signature
1			
2			
3			
4			
5			
6			
7			

District Policy & Guidelines

- **Timeline:** Denmark School District Board policy requires the principal's approval for all planned absences. Parents/Guardians must contact the school office 1–2 weeks prior to the absence to obtain and submit this form. The completed form must be returned to the office before the absence begins.
- **State Limit:** According to State Statute, a student excused in writing by a parent/guardian will be excused from school. However, a student may not be excused for more than 10 days per school calendar year.
- **Make-Up Work:** Students are required to make arrangements with teachers for missed assignments. Students will be allowed 1 school day for each day absent to make up homework. Homework will not be accepted after this designated timeline. Exams missed during the absence will be rescheduled at a time mutually agreed upon by the student and the teacher.

Parent Signature _____Date _____

Principal Signature _____ Date _____