ADVANCE MAKEUP NOTICE

_____will be absent from school periods_____

on_____ to_____
(dates) (reason)

Arrangements are to be made with each teacher of classes missed in advance of the absence. Students should retain this notice as a record of the assigned makeup work. In the event the absence occurs over the end of a grading period, the teacher will finalize the student's grade with the work they have received. Any work that wasn't assigned prior to the absence, but graded will be entered into the gradebook after an agreed-upon deadline by the teacher and administration.

COURSE	TEACHER	ASSIGNMENT	DEADLINE

I_____and_____agree to the information above.
(student) (parent)

Approved by: _____ Date:_____