



HOOVER
CITY SCHOOLS

Anticipated Absence Form

FOR OFFICE USE ONLY			
Absences:			
Ex	Dx	PA	Unex
_____	_____	_____	_____
Check in/out:			
Ex	Dx	Unex	_____
_____	_____	_____	_____

Thank you for recognizing that attendance at school is vitally important if students are to be successful in their studies. If your child must be absent for a reason other than those listed as approved by the Hoover City Schools Code of Conduct, you may request that the days missed be coded as excused. Please be aware of the following important information:

- Approval of your request is not guaranteed.
- Days requested cannot be excused if they will occur during state/district testing days or if the allowable number of absences for the semester has already been accumulated or will be accumulated due to the requested absence.
- Principals may advise against your child missing school due to low grades or prior attendance record.
- Parents and students are responsible for all missed work, and the teacher has the authority to determine deadlines for missed work being submitted.
- **A completed Anticipated Absence Form MUST be submitted to the school office at least three (3) days in advance of the absence.** This form is to be used for full day or partial day absences.

Student Name: _____ Homeroom Teacher: _____ Grade: _____

Partial Day Absence: ___ Yes ___ No Date and Time of Partial Day Absence: _____

Full Day Absence: ___ Yes ___ No Dates of Absence: _____ # of days: _____

Reason for Requesting an Anticipated Absence be Excused (You may attach explanation if necessary.)

My signature verifies that I understand the information provided regarding Anticipated Absences.

Parent Signature

Date

Administrator Signature

Date

_____ Approved

_____ Approved with Reservations due to:

___ Grades ___ Prior Attendance ___ Length of Anticipated Absence

_____ Not Approved – Absence will be unexcused due to:

___ State/District Testing ___ Exceeds Allowable # Absences for Semester ___ Other (See below)

***Teacher's Homework/Assignment:**

Subject	9 Week Grade to Date	Comments/Assignments	Teacher Signature

***Teachers may opt to assign makeup work once the student returns to school.**

Revised 3/15/2017