



HOOVER  
CITY SCHOOLS

# Anticipated Absence Form

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)  
\_\_\_\_Total Absences \_\_\_\_Total Tardies

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

Period	Subject	9 Week Grade to Date	Comments/Assignments	Teacher Signature
0				
1				
2				
3				
4				
5				
6				
7				

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