



# Brunswick High School

## *Request for Approval of an Excused Absence for Vacation or College Visits*

This form will assist us in acting on the information we need to assess a student's entitlement to an excused absence for vacation trips/circumstances and college visits, as provided for under Frederick County and Brunswick High School attendance procedures. Such absences may be approved under regulation 500-25 of the Frederick County Schools Policies and Procedures Administrative Manual.

- ★ Students who take trips with approval of their parents may be excused no more than two (2) times during the school year for a combined maximum of five (5) days with prior written notice to the principal.
- ★ Visits by students to prospective colleges are excused up to four (4) days per year with prior written notice to the principal. In an unusual circumstance, the principal may allow additional excused days. College visits must be arranged and verification from the college is required for lawful absence.
- ★ Prior **approval should be initiated 7 days before the absence** on the request for *Approval of an Excused Absence for Vacation or College Visit* form. Forms are available online and in the front office. The signed form must be returned to the attendance office no later than three days prior to the absence.

### **MAKE-UP WORK FOR ABSENCES**

- ★ Students may make up work missed during excused absences. This includes legal late to school and school suspensions. Make-up work counts for full credit.
- ★ Students must request make-up work within two days of their return to school and make necessary arrangements with the teacher.
- ★ Unexcused absences will cause the student to be denied credit for make-up work. The work may be done for the purpose of teacher review, but NO credit will be given. An example of an unexcused absence is a class cut.



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### Student and Parent/Guardian Directions

1. Read all the information on the reverse side of this form.
2. Complete the below information.
3. Submit form to teachers and administrator for comments and signature.
4. Submit completed form to the attendance office no later than three days prior to the absence.

Student's Name:	Grade:
Parent/Guardian's Name:	Phone #:
Dates of Absence:	
Reason for Absence: <input type="checkbox"/> College Visit <input type="checkbox"/> Vacation <input type="checkbox"/> Other (Please Comment)	
If absence has already occurred, why was prior approval not requested?	
Parent Signature:	

### Teacher (Initial and make comments in space provided.)

Teacher's Name	Initial	Comments
1		
2		
3		
4		

### Administration

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Comments:	
Administrator Signature:	