

LIMESTONE MIDDLE SCHOOL

Ms. Michelle Chavers, Principal Mr. Mark Taylor, Assistant Principal
963 North 5000 West Road, Kankakee, IL 60901
www.hcusd2.org 815.933.2243

Anticipated Extended Student Absence Request

Student _____ Grade: _____

Parent/Guardian Requesting: _____
Reason for this absence: _____
Dates of Absence: _____

For requests due to vacation or similar reasons, one such request per school year is recommended.

Students acquire and receive assignments upon return to school following the anticipated absence unless otherwise specified and requested by parent. When assignments are provided upon return to school, students will be given one day for each day absent to complete the work.

For those who prefer to commit to complete assignments while on vacation, approval may be granted with advance notice and request. Per the student handbook, such a request should comply with expectation of a five-day prior advance written request to the building administration.

Requests may be denied and the absence deemed unexcused due to a poor attendance, discipline and/or academic record or any combination thereof. Requests may also be denied if multiple requests are made during the same school year.

STEP 1: Signature of Parent/Guardian _____ Date _____

Approved
 Denied

STEP 2: Signature of Administrator _____ Date _____

Assignments provided in advance by _____ and due on or before: _____

STEP 3: Teacher Signatures awareness of anticipated absence and agreement to provide and receive assignments.

ELA I _____
ELA II _____
MATH _____
SCIENCE _____

STEM _____
SOC SCI _____
PHYED _____
OTHER _____

STEP 4: Signature of Student Agreeing to Complete Assignments by Due Date _____