

Forgan Public School

P.O. Box 406
Forgan, OK 73938
Phone: (580)487-3366

Student: _____

Date: _____

The above named student is in the process of obtaining permission to be excused from school on the day(s) indicated below. In order for this absence to be EXCUSED, this student must complete all arrangements PRIOR to missing school. These arrangements include having every teacher and parent sign this form to show they have been notified that this is an excused absence and exactly what day(s) or period(s) this student is to miss. All teachers are aware that this missed work is to be turned in either before the student leaves or the day the student returns unless the individual teacher makes special arrangements otherwise. Students are aware that it is their obligation to meet the requirements of each teacher. Any work or assignments not turned in as described above will result in a failing grade for that work.

This form must be filled out completely and returned to the principal BEFORE the student misses any school. The principal will determine if all arrangements have been made.

SCHOOL TIME TO BE MISSED: _____

REASON FOR MISSING: _____

PARENTS SIGNATURE FOR PERMISSION: _____

<u>PERIOD</u>	<u>CLASS</u>	<u>TEACHER'S SIGNATURE</u>
1 ST	_____	_____
2 ND	_____	_____
3 RD	_____	_____
4 TH	_____	_____
5 TH	_____	_____
6 TH	_____	_____
7 TH	_____	_____

COMMENTS: _____

Signature of Principal/Counselor

**It should be clear that student must be in attendance NINETY PERCENT of the time.
*****AN ABSENCE WHETHER EXCUSED OR UNEXCUSED IS STILL AN ABSENCE*******