



**ATTENDANCE EXTENSION REQUEST
GUIDELINES**

- ◆ An extension of the 90% attendance policy must be based on extenuating medical or personal circumstances.
- ◆ Students may or may not receive an extension.
- ◆ Unexcused absences on a student’s record will severely limit an extension approval.
- ◆ Students must keep current with his/her academic school work.
- ◆ This form should be completed & returned to the school office/administrator **PRIOR** to the loss of credit.

Student: _____

Grade Level: _____

CIRCUMSTANCES:

Medical: _____

Personal: _____

TO BE COMPLETED BY THE FACULTY

Period	Subject	Faculty	Days Absent	
			UA	EA
1				
2				
3				
4				
5				
6				
7				
8				

I have provided the necessary documentation to support my extension request: YES NO

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Administration: _____ Approved Disapproved

Comments: _____