

Bosco Catholic School System

Student Absence Request Form

Students who have a planned absence need to complete this Student Absence Request Form.

Turn the completed Student Absence Request Form in to the school office at least 1 day prior to the scheduled absence. The school office will scan and email a completed copy to the parent.

Section 1: (completed by K-12 parent)

Student Name:
Reason for Request:
Dates/Times of Scheduled Absence:
Parent Signature: _____ Date: _____

Section 2: (completed by K-5 homeroom teacher)

Teacher Signature: _____ Date: _____

Section 3: (completed by 6-12 student/teachers)

Period	Teacher Signature	Plans for missed assignments, tests, class times
1		
2		
3		
4		
5		
6		
Dons		
7		
8		

By signing below I verify that I have communicated with my teachers and have made arrangements to complete my assignments as discussed with each teacher.

6-12 Student Signature: _____ Date: _____
