

**LAUREL UPPER SCHOOL
STUDENT ABSENCE REQUEST FORM
COLLEGE VISIT**

1. Fill in requested information:

Today's Date:		
Your Name:		Grade:
Date of Absence:	Leaving:	Returning:
Reason for Absence:		

2. **Bring a note of approval from one of your parents.**

3. Get signatures from Dr. Goodman **and** Mrs. Pfeffer first; then get teacher signatures.

Dr. Goodman _____

Mrs. Pfeffer _____

4. List below classes to be missed and obtain the signatures of the teachers of each class:

Period	Class to be missed	Teacher's signature
1		
2		
3		
4		
5		
6		
7		
8		

5. Return this form to Ms. Martin no later than the day prior to your absence.

6. Remember to sign out if you leave school between 8:10 am and 3:45 pm and to sign in if you return to school between those hours.