

Ventura Missionary School: ABSENCE REQUEST FORM (the BLUE form)

Instructions: This form is to be completed by the student and signed by either Dr. Ennis or Dean Hall. After Dean approval, it is the responsibility of the student to discuss and record the assigned work that will be due upon returning to school. After the form is completed, please bring it to the office and Mrs. Steward will provide a copy for the office records and for the teacher(s). This form is to be used by our on-campus learners and our distant learners, grades K – 8th.

NOTE: Missed work must be completed and turned in the day the student returns to school **or** on the date approved, in writing, by the teacher(s). If the student will be gone the last week of the quarter, the missed work must be completed and turned in before he/she leaves for the stated absentee dates.

Student's name: _____ Grade: _____

Date(s) of absence: _____ Date of form: _____

Reason for absence: _____

Dean Approval: _____ Date: _____

Comments: _____

TEACHERS' ASSIGNED WORK

Subject	Assignment	Assignment Due Date	Notes
Math			
Bible			
English / LA			
History/Social Studies/Geography			
Science			
Reading / AR			
Enrichment Classes			
OTHER			