

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

Instructions: This form is to be completed by the student and signed by either the Principal or Vice Principal (or office staff in their absence). After approval, it is the responsibility of the student to discuss and record the assigned work from their teacher(s) that will be due upon returning to school.

NOTE: Missed work must be completed and turned in the 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 stared absentee dates.

Student's name: _____ Grade: _____

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

Reason for absence: _____

Administrator Approval: _____ Date: _____

TEACHERS' ASSIGNED WORK

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