



Tiffin City Schools

Advanced Absence Form

Advanced Absences are limited to no more than five (5) school days during a school year, unless approved by the building principal. The student must be accompanied by his/her parent or guardian.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent (File: JED, STUDENT ABSENCES AND EXCUSES).

Students are responsible for all assignments missed during the absence period.

A state mandated attendance letter will be mailed if your child misses 30 or more consecutive unexcused hours.

Student's Name

Teacher's Name/Grade

Will be absent from school beginning on ____/____/____.

Will return to school on ____/____/____

The reason for this extended absence is:

Date

Parent's signature

Date

Principal's signature



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Teacher Signature Form
Grades 6-12

By signing this form, the teacher indicates being informed of this absence and assignments have been given.

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Students are responsible for all assignments missed during the absence period.

It is the responsibility of the student, within a reasonable timeframe, to schedule a time with their teacher to make up any missed tests or exams.