

# Tiffin Columbian High School

## Advance Request for Absence and Assignments

The student or parent/guardian must complete the top portion of this form. Return this form to the attendance secretary **at least 5 days prior** to your absence. This form must be signed by the parent/guardian. After the form is signed by school personnel, the student is responsible for obtaining and completing all assignments.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date Requested: \_\_\_\_\_

### Reason for Request of Absence

\_\_\_\_ Family Vacation      \_\_\_\_ College Visit      \_\_\_\_ Athletic Event  
\_\_\_\_ Medical              \_\_\_\_ Funeral              \_\_\_\_ Hunting  
\_\_\_\_ Other \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Family Vacations**

Students may be excused for a family vacation, not to exceed five days per school year. The absences will be considered unexcused if:

- Days are past the first 65 hours of absence for the school year
- Days in excess of the five allowable days

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Office Use Only

Dates Excused: \_\_\_\_\_ Dates Unexcused: \_\_\_\_\_

Number of Days Excused: \_\_\_\_\_ Number of Days Unexcused: \_\_\_\_\_  
Reason: \_\_\_\_ more than 65 hours for year  
          \_\_\_\_ more than 5 allowed days

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Period

2<sup>nd</sup> Period

3<sup>rd</sup> Period

4<sup>th</sup> Period

5<sup>th</sup> Period

6<sup>th</sup> Period

7<sup>th</sup> Period