



## Personal Convenience Form

Student(s) Name: \_\_\_\_\_ Homeroom(s): \_\_\_\_\_

Date of Absence: \_\_\_\_\_

Reason for Absence:

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

Teacher Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

\*Due to the variability of a typical school day, specific assignments may not be given prior to planned absences. At their discretion, teachers may give general instructions about material which will be covered during the student's absence (e.g. finish chapter, finish reading a novel, work on times table, etc.). Students may also receive missed assignments from their teacher when they return to school.

\*Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.