

Herscher CUSD2

LIMESTONE MIDDLE SCHOOL

Mr. Mark Taylor, Principal Ms. Amanda Christensen, Assistant Principal
963 North 5000 West Road, Kankakee, IL 60901
www.hcusd2.org 815.933.2243

Anticipated Extended Student Absence Request

Student: _____ Grade: _____

Parent/Guardian Requesting: _____

Reason for this absence: _____

Dates of absence: _____

For requests due to vacation or similar reasons, one such request per school year is recommended

Students acquire and receive assignments upon return to school following the anticipated absence unless otherwise specified and requested by parent. When assignments are provided upon return to school, students will be given one day for each day absent to complete the work.

For those who prefer to commit to complete assignments while on vacation, approval may be granted with advance notice and request. Per the student handbook, such a request should comply with expectations of a five-day prior advance written request to the building administration.

Request may be denied and the absence deemed unexcused due to a poor attendance, discipline and/or academic record or any combination thereof. Requests may also be denied if multiple requests are made during the same school year.

STEP 1: Signature of Parent/Guardian

_____ Date: _____

☐ Approved ☐ Denied

STEP 2: Signature of Administrator

_____ Date: _____

☐ Assignments provided in advance by: _____ and due on or before: _____

STEP 3: Teacher Signatures awareness of anticipated absence and agreement to provide and receive assignments.

ELA I	_____	STEM	_____
ELA II	_____	SOC SCI	_____
MATH	_____	PHYED	_____
SCIENCE	_____	OTHER	_____

Step 4: Signature of Student Agreeing to Complete Assignments by Due Date: _____

“To inspire forward thinking individuals who contribute to their community.”