

Hinsdale Middle School Request for Special Absence

To be issued by the Student Services Offices upon written request or phone call from a parent at least two days before absence occurs.

Student Name _____ **Grade** _____ **Date** _____

Dates of Absence _____

Reason for Absence _____

I will return to school on _____

The following will apply to vacation absences:

- **Students are responsible for the homework assigned and the learning missed during these absences.**
- **Teachers will not be required to re-teach material missed by students.**
- **All work assigned is due upon the student's return.**

Note: If a planned absence will occur at the end of a grading period, students are required to submit all work before leaving for vacation.

Parent Signature _____

Please return this form to Student Services before leaving for vacation.

Homework Assignments

Subject	Comments	Teacher's Signature