

Next Generation School
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Anticipated Absence Form

This form is to be initiated by the student's parent/guardian. **We request that the completed form be submitted at least TWO (2) school days prior to the anticipated absence.**

Student's Name: _____ Class: _____

Requested Anticipated Absence Dates: _____ Total Missed School Days: _____

The student named above will be absent for the following reason(s): _____

Parent/Guardian Signature: _____ Date: _____

REGARDING MISSED WORK:

A message will be sent to the parent/guardian emails listed in the student's records and the student's teachers, as well as the school email of middle school students, the day before the absence. Teachers will reply to the email with details regarding work the student will miss during his/her absence. If the student is missing a test or quiz, the teacher may message earlier to schedule an alternative time for the student to complete that assessment.

ACTION TAKEN:

- This anticipated absence is to be classified as excused.
- This anticipated absence is to be classified as unexcused

NGS Admin. Signature: _____ Date: _____