

ACSA Absence Assignment Form

Prearranged / Unplanned (Circle one)

Student's Name: _____

Date(s) absent: _____

- Students are responsible for making up work when they are absent.
- For a prearranged absence, students need to ask teachers about work they need to do at least two days prior to the absence
- For an unplanned absence, students need to ask teachers about make-up work the day they return to school.
- For prearranged absences, students have two school days to get all work turned in upon their return.
- For unplanned absences, students have two days for each day missed, not to exceed seven days to get all work turned in upon their return.
- After the appropriate deadline, work may be turned in, but will be counted as a late grade.

Class	Assignments	Teacher's Initials	Date Due
Language Arts	_____ _____	_____	_____
Reading	_____ _____	_____	_____
Math	_____ _____	_____	_____
Social Studies	_____ _____	_____	_____
Science	_____ _____	_____	_____
Art	_____ _____	_____	_____
Keyboarding	_____ _____	_____	_____
Spelling/Vocabulary	_____ _____	_____	_____

Student's Signature _____

Parent's Signature _____