



# MERCY SCHOOL

14001 N. Harvey Ave. | Edmond, OK 73013 | Tel: (405) 748-5500 | Fax: (405) 748-5504

## REQUEST FOR LONG-TERM ABSENCE

<b>STEP 1: INITIATING A REQUEST</b> (Must come from the Parent/Legal Guardian)		
STUDENT NAME(S)		GRADE LEVEL
TERM OF ABSENCE From ____/____/____ To ____/____/____		
REASON FOR ABSENCE (Please explain in detail for this will be used to determine whether the absence is excused or unexcused):		
PARENT/GUARDIAN NAME		CONTACT NUMBER
PARENT/GUARDIAN SIGNATURE		DATE
SCHOOL OFFICIAL SIGNATURE		DATE RECEIVED
<b>OFFICE USE ONLY</b>		
TERM AND TYPE OF ABSENCE		
FROM	TO	TYPE (Excused/Unexcused)
PRINCIPAL'S SIGNATURE		DATE
<b>STEP 2: TEACHER SIGNATURES</b> (Parent must visit each teacher and complete this part of the form)		
CLASS	ASSIGNMENT TYPE (Circle)	TEACHER SIGNATURE
	Make Up Work / Exam-Date:	
	Make Up Work / Exam-Date:	
	Make Up Work / Exam-Date:	
	Make Up Work / Exam-Date:	
	Make Up Work / Exam-Date:	
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<b>STEP 3: FILING</b> (Parent must complete the process by filing a completed copy with the school office)		
SCHOOL OFFICIAL'S SIGNATURE		DATE FILED

All requests must be filed one week in advance of the start of the absence unless in case of emergency; official proof of which must be provided to the school office. Teacher reserves the right to determine the appropriateness of the make up work or exam. A student has 3 school days to makeup missed exam dates after which a failing grade will be assigned. Please refer to the Attendance Policy in the Parent Handbook for more guidelines.