

# MIDDLE/HIGH SCHOOL PERSONAL DAY REQUEST FORM TO BE SUBMITTED NO MORE THAN 1 WEEK IN ADVANCE

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Date of planned absence \_\_\_\_\_ Number of days requesting \_\_\_\_\_ (limit of 5 per year)

**EDUCATIONAL** Purpose for Absence \_\_\_\_\_

Name of adult supervising the student during the stated days: \_\_\_\_\_

MCCS allows five days per year of non-school sponsored educational tours and trips and will excuse a student for a non-school district sponsored educational tour or trip, if:

- The parents fill out the above information
- Form must be filled out *in advance* for approval by the superintendent or a designee.
- There is an adult who is directing and supervising the student during the tour or trip who is acceptable to both the parents or guardian and the district superintendent.

We as parents request an excused absence for our son/daughter for the day(s) listed above. We understand the student must make up all work missed during personal day(s). For every day absent, the student has that many days to make up the work. Any work not completed on time will result in the grade of zero percent.

\*\*\*Days missed that are not excused: In increasing increments of 10%, a reduction in grades will be given for all work missed for each unexcused day. (For example, 10% will be reduced for the 1<sup>st</sup> day, 20% for the 2<sup>nd</sup> day, 30% for the 3<sup>rd</sup> day, etc.).

Subject	Present Average	Teacher's Initial
Art		
Bible		
Choir/Handbells		
Computer		
English		
History		
Math		
Music		
Phys. Ed./Health		
Science		
Spanish		
Yearbook		
Other		

**OFFICE USE ONLY:**  
**Personal Days Available** \_\_\_\_\_

\_\_\_\_\_ Total Number of Days Approved are \_\_\_\_\_

\_\_\_\_\_ Disapproved because: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Superintendent or Designee

The following assignments need to be completed and returned to the classroom teacher within the prescribed number of days after the student's return to school.

<b>BIBLE</b>	
<b>CHOIR/HANDBELLS</b>	
<b>COMPUTER</b>	
<b>ENGLISH</b>	
<b>HISTORY</b>	
<b>MATH</b>	
<b>MUSIC</b>	
<b>PHYS. ED./HEALTH</b>	
<b>SCIENCE</b>	
<b>SPANISH</b>	
<b>YEARBOOK</b>	
<b>OTHER</b>	

Teacher Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_