



### Business Absence Guidelines

1. Business absences will not be granted to any student who has one suspension, or one truancy during the semester, or a total of three or more tardies in a semester.
2. When the initial request for business absence is presented, the student will take an application form to teachers to obtain their signatures and a short statement regarding present academic achievement (including number of times tardy). The student will submit the signed application for final approval, attesting to the awareness on the part of the parent and the student of the student's responsibility to make up all work missed.
3. Teachers will provide assignments to students and will give make up tests at their convenience. Students will be required to make up work missed in such a way as to impose no added burdens on the teacher.
4. Students must be passing all subjects in order to receive approval for a business day.
5. Students will not be allowed a business day during semester exams.
6. A business absence for educational or military purposes will be recorded as a field trip day. Any other business absence will be counted as an excused absence but will not count toward the three absences for second semester exam exemptions.

<b>Period</b>	<b>Teacher Signature</b>	<b>Academic Progress</b>	<b>Grade</b>
1			
2			
3			
4			
5			
6			
7			

Please print and have form signed by each teacher. Turn in to Counselor upon completion.