



RIDGEWOOD HIGH SCHOOL

Student Request for Personal Absence

Name: _____ Grade: _____ Date: _____

Student: After your parent/guardian has completed the information below, please bring this form to each of your teachers whose classes you will be missing and then your guidance counselor. They will sign the form and make any appropriate comments. Upon completion, give this form to Ms. Ortega in the Main Office. You are responsible for all missed work.

Parent/Guardian: Please provide the reason for your child's absence, the dates/periods of the absence, and print and sign your name below.

Reason for absence: _____

Date(s) of absence

Period(s)

Name of parent/guardian

Signature of parent/guardian

Guidance counselor notification:

Signature of guidance counselor

Teacher notification: (please notify all effected teachers)

Pd.	Subject	Signature of Teacher	Comments
1			
2			
3			
4			
5			
6			
7			
8			