

HWA Advance Makeup Form

If students know ahead of time that they will be absent, they must check with each teacher at least two days in advance for assignments and have an Advance Makeup form completed before the absence. A student who fails to contact teachers prior to an absence may receive zeros for missed work. With planned absences, students are expected to complete assignments prior to returning to school so they will not fall behind unless individual teachers state, in writing on the Advance Makeup form, otherwise. (HWA Student Handbook)

Students: be sure to approach your teachers respectfully and do your work well in a timely manner.

I, _____, would like to attend

_____. The dates I will be absent are

_____.

Teachers, please complete the form below.

Class	Assignment & Due Date	Teacher's Initial

Parent approval: _____ Date: _____

Head of School approval: _____ Date: _____

Student: when this form is complete return it to Julie before the absence, and she will keep a copy and give the student a copy.