

IMPORTANT: Bring this form back to the Attendance Office IMMEDIATELY upon your return to school. Notes will ONLY be accepted for 48 hours after the students return to school.

ABSENCE NOTE FROM PARENT/GUARDIAN

Students are only permitted 18 absences for a full year course and 9 absences for a half-year course. Absences exceeding those limits will result in loss of credit.

STUDENT NAME (please print): _____

DATE (S) OF ABSENCE (S): _____

REASON FOR ABSENCE (S): _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN CONTACT PHONE NUMBER: _____

PARENT SIGNATURE: _____

TODAY'S DATE: _____

Absences are expected to be reported the day of to the attendance office Please call 732-652-7950 and select option 1 to leave a message that must include the student's name, grade level, reason for absence and a contact number for the parent/guardian.

*With this completed form the absence will be excused, it is still, however, a chargeable absence and will count toward the student absence limit.

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PERMISSION FOR EXCUSED ABSENCE FROM SCHOOL FOR COLLEGE/UNIVERSITY CAMPUS VISIT

The purpose of the college visit is that it is to be a learning experience for the student in his/her planning toward higher education. This form is to be completed by the student who is visiting a college or university campus.

Please complete the below required information and return this form to the Attendance office.

STUDENT NAME (please print): _____

DATE(S) OF VISIT: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

VERIFICATION

College/University Official: Please verify with your signature that this student has participated in a campus visit at your institution.

Signature Date

Print Name or Attach Business Card Office Phone Number

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**PERMISSION FOR EXCUSED ABSENCE FROM SCHOOL FOR
TAKE YOUR CHILD TO WORK DAY**

The purpose of Take Your Child to Work Day is for the student to shadow his or her parent/guardian for a day while observing their work site, which will show the student the relevance and need for school skills in the real world. In addition, the student will, hopefully, gain empathy for the challenges and responsibilities his or her parent/guardian has on the job.

STUDENT NAME (please print): _____ has my permission to participate in Take Your Child to Work Day. I will make all of the necessary arrangements for my child's activities on this day and will be responsible for the safety and well being of my child.

PARENT/GUARDIAN SIGNATURE: _____

BUSINESS NAME: _____

OCCUPATION: _____

VERIFICATION

Employer: Please verify with your signature that the above-mentioned student has participated in Take Your Child to Work Day.

Signature

Position

Print Name or Attach Business Card

Office Phone Number

*With this completed form the absence will be excused, it is still, however, a chargeable absence and will count toward the student absence limit.