

# BEAR VALLEY HOMEWORK REQUEST FORM – Turn into Office

For 5 or more Absent days (see teacher if 4 days or less)

Due: 3-14 days before Absence

TO PARENTS AND STUDENTS: Request needs to be submitted at least three (3) school days in advance of the absence to the school office, but not more than 2 weeks prior to absence. One day of make-up privilege will be granted for each day of absence, regardless of the length of the absence.

## STEP 1: COMPLETE THE FOLLOWING AND RETURN TO OFFICE:

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

DATES OF ABSENCE \_\_\_\_\_ THRU \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## STEP 2: TO BE COMPLETED BY TEACHER – RETURN TO OFFICE WITHIN 2 DAYS.

<u>SUBJECT</u>	<u>TEACHER</u>	<u>COMMENTS/ASSIGNMENTS</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

STEP 3: TEACHER RETURN TO SCHOOL OFFICE WHEN COMPLETE - COPY WILL BE PROVIDED FOR STUDENT TO TAKE HOME.