

# SENIOR THESIS – ABSENCE REQUEST FORM (GRADES 9-12)

We are excited about this year’s senior thesis presentations! Because this is an important event in the life of our school, we want to provide the opportunity for students to attend. At the same time, because classes will continue on a regular schedule during our two weeks of thesis, we want to make sure no one gets behind from missing important lessons in their regular classes.

Our goal is to provide an opportunity for students to attend their friends' presentations while respecting the classes that will continue over the next two weeks. Please help us to abide by these policies:

- 9-12<sup>th</sup> grade students may arrange to miss part of a class **up to three times** to attend a presentation. (This does not include occasions on which their entire class attends a presentation.)
- Permission to miss part of a class should be **requested at least a day in advance**. Students who wait until the last minute should not expect to obtain approval.
- Absence requests must be **approved by the teacher** whose class will be impacted. Each teacher is trusted with the discretion to approve or deny an absence request based on his or her best judgment about whether it is wise for the student to miss class that day.
- Absence requests must also be **approved by a parent**, who should sign in the space below.
- In the case of students who want to attend a **sibling's presentation**, no note or special permission is needed. However, students must let their teachers know they will be gone in advance, as it will be treated like a planned absence.

Students often want to attend thesis presentations in order to support their friends. Remember, there are many other ways to do this, such as sending an encouraging note the night before. Since all presentations will be recorded, they can also be watched later.

**To miss part of a class to attend a presentation, fill out a ticket below, cut or tear it off, and bring it with you to the auditorium. Students will not be admitted without a signed ticket. Each presentation will last about half a period (approximately 30-40 minutes). A ticket is not necessary when a teacher is taking an entire class to a presentation.**

REQUEST #1					
Parent signature	Teacher signature	Name of class to be missed	Date and time	Name of student presenting	Name

REQUEST #2					
Parent signature	Teacher signature	Name of class to be missed	Date and time	Name of student presenting	Name

REQUEST #3					
Parent signature	Teacher signature	Name of class to be missed	Date and time	Name of student presenting	Name