



## Field Trip Sport Competition Religious Holiday Assignment Sheet for Missed Classes

These absences are recorded as **exempt** if students complete the procedures below. These absences are not counted towards the maximum number of absences allowed in a course.

**Procedure:**

1. The student must contact each teacher **before leaving**. Complete the form below with the assignment and the due date. A separate form must be completed for each day of absence. A parent **MUST** call the Attendance Line (248- 676-2735) to report the absence.
2. Unless a **prior** arrangement has been made with the teacher, students **are not** given any extra time to make up missed work. Work is due immediately upon return to class.
3. Any work due on or during the absence must be turned in **before** the student leaves unless other plans are made with the teacher.
4. **Teachers may count as late or refuse to accept any work that is not handled in the manner outlined on this page.**  
**This completed sheet must be shown to the head chaperone or office before the student leaves the building.**

Name of Activity \_\_\_\_\_ Date & Time \_\_\_\_\_ A or B day \_\_\_\_\_

Student Name \_\_\_\_\_  
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Period\_\_\_\_: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
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Assignment \_\_\_\_\_  
\_\_\_\_\_ Due date \_\_\_\_\_  
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Period\_\_\_\_: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
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Assignment \_\_\_\_\_  
\_\_\_\_\_ Due date \_\_\_\_\_  
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Period\_\_\_\_: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
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Assignment \_\_\_\_\_  
\_\_\_\_\_ Due date \_\_\_\_\_  
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Period\_\_\_\_: Class \_\_\_\_\_ Teacher \_\_\_\_\_  
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Assignment \_\_\_\_\_  
\_\_\_\_\_ Due date \_\_\_\_\_