

McCall-Donnelly High School Extraordinary Absence Request Process

Attendance at the high school level is considered an important aspect of a student's success. In instances where a student's absenteeism is due to reasonable circumstances it is asked that the Parent/Guardian write a brief letter or E-mail requesting Extraordinary Absence for their student and deliver it electronically or personally to the Attendance Secretary; Dan Wheeler, dwheeler@msd.org.

The request must include:

- Date(s)
- Total number of A days and B days
- An explanation for the absences being requested as Extraordinary
- Medical documentation (if applicable)

All Extraordinary Absences must be approved by the Principal, preferably before the absences occur, except in the case of an emergency or bereavement. If the absences are excused as Extraordinary, they will not count toward the students allotted 6 absences per class, per semester. Students and parents are asked to communicate with the student's teachers prior to the absence(s) to gather missed assignments, and have a plan to have the work made up.