

student will bring this form with him for presentation at the attendance office or homeroom teacher in the case of elementary students.

Admission Slip and Assignment of Make-Up Work - Secondary:

When an excuse for absence is presented to the attendance officer, the student receives an admission slip. The admission slip indicates the date(s) of absence, reason for absence, and whether the absence is excused or unexcused. The student is to present this admission slip to his homeroom teacher. Assignments missed for unexcused absences will not be permitted to be made up, and students will incur a "0" for said assignment(s).

DENIAL OF CREDIT

Any student with absences of eighteen (18) or more school days will be considered for denial of credit.

POLICY ON STUDENTS WITHDRAWING AND
RE-ENTERING SCHOOL

If a student 17 years of age or older decides to withdraw from Tussey Mountain High School, the student will not be permitted to re-enroll until the following academic year. The student will then re-enter at the same grade level as when he/she withdrew.

The administration will be responsible to document efforts attempted to keep the student in school. However, in the event the student decides to withdraw, the administration will provide information and options on programs available to school dropouts. The student will be given credit for any semester courses that were successfully completed prior to withdrawing from high school.

TRIPS DURING THE SCHOOL YEAR

District officials ask that if parents are going to take their children on educational trips during the school year that they attempt to schedule the trips during the days school is not in session. Should this not be possible, the parent will need to write a letter to the principal seeking his approval for the student's release from school to go on a trip of an educational nature. The letter should include the goals of the educational field trip. It is recommended that all requests be submitted at least five (5) days in advance of the trip and be limited to five (5) school days. This will provide sufficient time for the student's teachers to prepare alternate assignments/homework to cover the days of absence. Parents are encouraged not to schedule trips during the last ten days of the school year. Approved Educational Field Trips count toward parentally excused absences. Students may be required to provide a summary of their educational field trip experiences.

AFFIDAVIT OF RESIDENCE

If a student resides with you and is not your natural son or daughter, an Affidavit of Residence Form must be filled out each year prior to the first day of school.

CUSTODY DOCUMENTATION

Any Custody documentation and changes must be filed with the district.