

**ROCK CREEK COMMUNITY ACADEMY**

11525 Highway 31, Sellersburg, In. 47172  
Phone: (812) 246-9271 Fax: (812) 246-0722  
Sara Hauselman, Principal/Administrator  
Jennifer Brown, Dean of Students

**EXTENDED ABSENCE NOTIFICATION/REQUEST**

Request being made on: \_\_\_\_\_ (date)

My child(ren) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Need to be out of school on the following date(s): \_\_\_\_\_

For this reason: \_\_\_\_\_  
\_\_\_\_\_

I have read the Student Handbook and know that extended absences are not encouraged by the school, yet are sometimes necessary. I know that it is my responsibility to check with my child(ren)'s teacher(s) or to have my middle/high school age child(ren) check with teachers to get assignments.

All assignments must be completed upon return to school.

Parent Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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