

Salem Hills High School

SCHOOL ACTIVITY EXCUSED LIST

Please post excused lists in a timely manner (48-72 hours in advance) so teachers whose classes are being missed can make arrangements for make- up work before the activity. Here is what needs to be done:

- Check eligibility, fill out form, and get administrator's signature on form.
- Turn this completed form in to Carrie.
- E-mail list (send it out to all faculty) to excuse students.
- Contact Sherrie Jellum, front office secretary, to make an announcement.
- E-mail Melanie Patten at the Seminary (pattenmj@ldscs.org).

Date of Activity _____

Activity Description _____

Time Leaving: _____ Time Returning: _____

Circle day and period(s) to be missed: A-day/ B-day 1 2 3 4

Faculty Supervisor Name _____

Student Name and ID # to be excused (attach another sheet if necessary).

Administrator Signature _____ Date _____