

# *Farmington High School Homework Request Form*

TO PARENTS AND STUDENTS: Students are responsible for requesting make up work from their instructors. However, students who have three (3) or more consecutive, **cleared absences** and foresee that the absences may continue can request make-up work through the Guidance Department. Two days for each day's absence will be allowed for make-up work (not to exceed 10 school days) unless other arrangements are made with the teacher. Students who are on out-of-school suspension may request make-up work but will receive a grade no higher than 70%.

STEP 1: Submit excuse in Attendance Office

STEP 2: Complete the following and return to the Guidance Department:

Students Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Dates of Absence \_\_\_\_\_ Thru \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Does the student have access to the Internet during the absence? \_\_\_\_\_

***NOTE: Homework collection takes 24 hours to receive from teachers. It is your responsibility to come and pick up assignments after 3pm the day after request is made. Feel free to call ahead at 505.324.0352 ext. 1404.***

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date