

## UNEXCUSED ABSENCE FORM

Each form with a properly completed assignment attached may replace one O/F with 60 or 65 points.

Parent's signature = 65 points. No Signature = 60 points.

One form will replace only one assignment.

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Period: \_\_\_\_\_ Class Title: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_ Date work to be turned in: \_\_\_\_\_  
(equal to the number of days absent)

Number of Days Absent: \_\_\_\_\_ Teacher verification initial: \_\_\_\_\_

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### Assignment to be Made Up.

One sheet per Missing assignment. **MUST BE HANDWRITTEN.**

- A Classwork
- A Homework
- A Quiz
- A Test (Not all teachers will allow make-up work to replace test)

Teacher Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

**R E H S**

It is the student's responsibility to fill out the top portion of the request form. Without the request, you will NOT be allowed to make up any work! Makeup assessments listed will be scheduled according to the teacher's availability and will be stated on the form. Teacher may direct you to the school website for makeup work. Staple the request form to your completed work upon submission. Any and all work will be graded and entered within one week. **YOU MUST GET YOUR TEACHER'S SIGNATURE FOR THE ASSIGNMENT TO COUNT.**

**HOW TO COMPLETE THE ASSIGNMENT**

To collect key information about your writing topic, ask and answer the 5 W's and H questions—Who? What? When? Where? Why? and How? These questions are sometimes called journalistic questions because all news stories should answer them. Gather answers to the 5 W's and H questions anytime you are writing about an event, an experience, or something that happened.

**BE SURE TO PLACE AND FILL IN THE FOLLOWING  
THE INFO SHOULD BE AT THE TOP OF YOUR PAPER.**

Approved Topic & number: \_\_\_\_\_  
Site used for research: \_\_\_\_\_  
Title of article: \_\_\_\_\_  
Date of article: \_\_\_\_\_  
Author of article: \_\_\_\_\_

**5 W'S AND H QUESTIONS**

- Who was involved?
- What happened?
- When did it happen?
- Where did it happen?
- Why did it happen?
- How did it happen?

*Afterward, write a 3 to 5 sentences summary on the topic using the information you collected.*

Go to one or more of the following links. Type in an APPROVED topic you'd like to research - a list of APPROVED TOPICS ARE LISTED below. After viewing or reading about the topic answer the 5W's and H Questions. Your answers must be at least 2 sentences each. Afterward, write a 3 to 5 sentences summary on the topic.

**LIST OF APPROVED RESEARCH SITES/LINKS**

[CNN](#)  
[NPR \(National Public Radio\)](#)

[Memphis News Channel 5](#)  
[USA Today](#)

**List of Approved Topics for Spring Semester**

- |                           |                          |                              |
|---------------------------|--------------------------|------------------------------|
| 1. Abortion               | 2. Education             | 3. Expectations for Women    |
| 4. Discrimination         | 5. Gay Pride             | 6. Media Portrayal of Women  |
| 7. Ethics                 | 8. Police Brutality      | 9. Sexual Harassment         |
| 10. Fast Food             | 11. HIV                  | 12. Global Warming           |
| 13. Feminism              | 14. Teen substance abuse | 15. Teen Pregnancy           |
| 16. Impeachment           | 17. Cults                | 18. Child Abuse              |
| 19. Marijuana             | 20. Prisons              | 21. Civil Rights             |
| 22. Sweatshops (Business) | 23. Online Retail        | 24. Glass Ceiling (Business) |
| 25. Sports                | 26. Politics             | 27. Stereotypes              |