

Work-at-home Day Form

Request Portion

Students will be allowed to submit the work-at-home form in the following circumstances:

- **The request portion of this form should be filled out completely and submitted to the team advisor at least 48 hours before the student needs to work at home. Once approved the advisor will sign it and return it so the confirmation portion of the form can be completed when the student is working from home.**
 - the reason for the request should be entered in detail
 - the exact number of work hours with start and end times and the number of assignments completed in each subject area with individual assignments will be completed on the confirmation portion
 - the form may not be used for emergency calls; calls will be referred to the Team Leader, Mrs. Kaufman or Mrs. Back and will be dealt with according to the degree of emergency exhibited.

I _____ (Student name) hereby request permission to work at home on _____ (date) for the following reason(s): _____

Student signature _____ Date _____

Parent signature _____ Date _____

Approval/Denial: Advisor's Signature _____ Date _____

Work-at-home Day Confirmation Portion

I acknowledge I have completed school work on _____ (date), a total of _____ (hours) from _____ A.M./P.M. to _____ A.M./P.M.

I have completed the following assignments in the following subjects: (Use back of paper for more space)

Sample Quiz 3.4.2, Read 3.5.1, 3.5.2 subject English **Circle One** Apex Offline

1. _____ subject _____ Apex Offline

2. _____ subject _____ Apex Offline

3. _____ subject _____ Apex Offline

4. _____ subject _____ Apex Offline

Student Signature _____ Date _____

Parent signature _____ Date _____

Approval/Denial: Advisor's Signature _____ Date _____

Explanation: _____