

# STUDENT ABSENCE REQUEST

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home#: \_\_\_\_\_

Work#: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list student's school-aged siblings, if any, and indicate school attending:

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

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

## ATTENDANCE POLICY:

Regular attendance in school is essential for a quality education. We encourage your student to be present every day. Excused absences include temporary absence resulting from personal illness or death in the family, weather, or road conditions making travel dangerous. Absences such as vacations and trips (except those excused by the principal for unusual circumstances), baby-sitting, working (including modeling), non-school sponsored athletic events and programs shall be considered unexcused.

In order for a student to make up and receive credit for work assigned during an unexcused absence, the student must submit one week in advance a written notification of the planned absence to the principal. When no prior notification is given, students may receive a zero for all work assigned during the absence.

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## FOR OFFICE USE:

Excused:  Unexcused  Unexcused with make up

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_