



Student Absence Request

Student Name _____ Grade: _____ ID: _____

Parent Name _____ Phone: _____

Date of Request: _____ Parent e-mail: _____

Dates of requested absences: _____

Reason for absences: _____

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

Name: _____ School: _____

Name: _____ School: _____

Name: _____ School: _____

Parent 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, baby-sitting, working, non-school sponsored athletic events and program 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 an administrator. When no prior notification is given, student shall receive a zero for all work assigned during the absence.

FOR OFFICE USE ONLY:

Excused: _____ Unexcused: _____ Unexcused, with make-up: _____

Administrator's Signature: _____ Date: _____

Staff to be notified: _____

