

# SKAGGS ELEMENTARY STUDENT ABSENCE REQUEST

Student #1 Name: \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_

Student #2 Name: \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

.....  
Date(s) of Absence: \_\_\_\_\_ Number of Days Missed: \_\_\_\_\_

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

ATTENDANCE POLICY: Regular attendance in school is essential for a quality education. We encourage your child/children to be present every day. Absences such as vacations and trips (except those excused by the principal for unusual circumstances), babysitting, working, 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 written notification of the planned absence to the principal at least one week in advance.** When no prior notification is given, students shall receive a zero for all work assigned during the absence.

If the student will be absent for 10 or more school days, he/she will need to withdraw from school and re-enroll upon return. Current proof of residency (gas or electric bill) is required for re-enrollment.

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## FOR OFFICE USE:

Date Request Submitted: \_\_\_\_\_ Received By: \_\_\_\_\_

Excused: \_\_\_\_ Unexcused w/make-up work: \_\_\_\_ Unexcused no make-up work: \_\_\_\_ Withdraw: \_\_\_\_

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