



REQUEST FOR EXCUSED ABSENCE FROM SCHOOL

Circumstances sometimes necessitate absence from school for reasons other than illness. Parents may make a written request for a student to be excused from school for family travel.

Approval may be granted pending review of the parent’s request, and the student's progress and attitude. The Principal will consult with the student's teachers to evaluate these factors.

Requests for excused absences shall be received by the Principal a minimum of two weeks prior to the absence. *The granting of an excused absence does not, however, assure a passing grade for any subject/course of study. The responsibility for the completion of any assignment rests entirely with the individual student and the discretion and convenience of the subject teacher. This request constitutes a commitment on the part of the student to contact each of his or her teachers to arrange for the completion of assignments following the trip. Teachers are not required to provide work prior to the trip.*

Date: _____

Student’s Name: _____

Grade: _____

Parent/Guardian: _____

Email address: _____

Dates of Absence: _____

Total School Days: _____

Purpose of trip? _____

Parent/Guardian Signature: _____

School Reference:

Current Attendance record:

Absences: _____

Tardy/Lates: _____

Permission Granted: _____

Permission Not Granted (complete with reason): _____

Principal Approval: _____

Date: _____

