

# STUDENT ABSENCE REQUEST

Student Name: \_\_\_\_\_ Grade#: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone #(Home): \_\_\_\_\_

Date of Request: \_\_\_\_\_ Phone #(Work): \_\_\_\_\_



Dates of Absence: \_\_\_\_\_

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

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

Sibling Name: \_\_\_\_\_ School Attending: \_\_\_\_\_

Sibling Name: \_\_\_\_\_ School Attending: \_\_\_\_\_

Sibling Name: \_\_\_\_\_ School Attending: \_\_\_\_\_

Sibling Name: \_\_\_\_\_ School Attending: \_\_\_\_\_

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 person sickness, sickness 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 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 shall receive a zero for all work assignments during the absence.



*For Office Use:*

*Excused:* \_\_\_\_\_ *Unexcused:* \_\_\_\_\_

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