



# Request for Student Absence Form

This year, we are striving to have all students become **HEROES**. We want our students to be **HERE, EVERY day, READY** to learn, and **ON time**. Student attendance at school is directly connected to their academic and social success in school. Attendance is an important life skill that will help your child to be college, career and community ready. By completing this form, parents are accepting the responsibility that goes along with a student’s absence from school. Although family vacations can be valuable experiences, all families are encouraged to try to schedule these adventures in alignment with the school calendar breaks whenever possible. When missing daily instruction and classroom experiences, it is challenging to replicate the learning that happened during the period of time your child has missed. In addition, this requires planning between the teacher, parent/guardian, and student to make up missing assignments and assessments which can cause additional stress for your child. We care deeply about our student’s overall success and appreciate your willingness to partner with us on this goal.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Date(s) of Absence:** from \_\_\_\_\_ to \_\_\_\_\_

**# of Days Student will be Absent:** \_\_\_\_\_

**Reason for Absence (circle one):**

Vacation    Personal Illness    Death in Family    Emergency    Illness in the Family

Observance of Religious Holidays or for Religious or Cultural Purposes

Other – Please explain: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Reviewed and Completed by Administrator (Parent/Guardian(s) will receive an electronic copy through e-mail)

***State law permits students to be excused from school for a maximum of 10 days per school year. Please reference AASD Board Attendance Policy Rule-430 on the District website.***

Current Number of Days Absent/Tardy to date this school year: \_\_\_\_\_(absent)    \_\_\_\_\_(tardy)

**Classroom Teacher Contacted:**

**Request:**     **Approved**                       **Not Recommended**

**Administration Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- This form needs to be submitted to the office **at least one week in advance** of the absence.
- This form needs to be submitted if the student will be absent more than 3 days or has met their 10 day maximum (includes: illness, tardy and others) of absences for the school year.
- One form must be submitted for each child in the family that is requesting an absence.