



Request for Student Absence

I request permission for _____ to be
(Student Name)

absent from school beginning on _____ through _____
(Date) (Date)

(Please note reason for absence)

for a total of _____ days. They will return on _____.
(Date)

Homeroom Teacher's Name _____

Parent/Guardian Signature _____ Date _____

Reviewed by Administrator

Request: **Approved** **Denied**

Rationale:

Administration Signature _____ Date _____

- This form needs to be submitted to the office **one week in advance** of the absence.
- This form needs to be submitted if the student will be absent 3 days and more or has met their 10 days (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 absence.
- Make-up work may also be assigned when the child returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence.
- If the absence extends beyond 20 consecutive days, the attendance officer of the school will contact the parent/guardian and the student may be unenrolled.

c: Student's Cum File