



Request should be initiated one week prior to anticipated absence.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Today's date \_\_\_\_\_

Date(s) requested \_\_\_\_\_

**INSTRUCTION:**

1. Student must obtain parent signature and return completed form to the office prior to absence.
2. School administrator will review for approval and return a copy to the student.
3. Teachers will record assignments, make-up test dates, and sign below.

**ABSENCES WILL BE EXCUSED FOR THE FOLLOW REASONS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Medical appointment     | <input type="checkbox"/> School-sponsored events                                    |
| <input type="checkbox"/> Personal/family illness | <input type="checkbox"/> Family emergency (school may determine if valid)           |
| <input type="checkbox"/> Death or funeral        | <input type="checkbox"/> Out of town trip/vacation (with one week's prior approval) |

Other: \_\_\_\_\_

**ASSIGNMENTS:**

Class	Assignment/Comments	Teacher Signature
English	_____ _____	_____
Math	_____ _____	_____
History	_____ _____	_____
Science	_____ _____	_____
Foreign Language	_____ _____	_____
Other	_____ _____	_____
Other	_____ _____	_____

Completion of this form does not guarantee the absence(s) will be considered excused. Students are permitted only 5 personal days per year.

**Student Absences:**  
 Used: excused \_\_\_\_\_ unexcused \_\_\_\_\_  
 Available: excused \_\_\_\_\_ unexcused \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Administration Signature Date

- Excused
- Unexcused
- Excused with reservation