

Parent Request for Non-Emergency Absence

To be given consideration, a written request for lawful/excused absences should be submitted in advance to the principal/designee. If approved, the maximum number of lawful days for family vacations and family trips for any school year should not exceed five (5) days.

Date of Request: _____ School: _____

Student's Name: _____ Grade: _____

Reason for Absence: _____

Date(s) of Absence: _____

Full Day:

Part Day: Time Departing: _____ Time Returning: _____

Date make up work will be submitted: _____

*Students returning from lawful (excused) absences have an equal number of days to submit make-up work.

I am aware and have reviewed my child's current grades and absences.

Current total absences _____

Excused absences _____

Unexcused absences _____

Parent/Guardian Signature: _____

Contact Number: _____

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For office use only:

Principal/Administrator or Designee Signature: _____

Disposition: ___Approved ___Disapproved