

Lincoln High School

Request to Excuse an Absence



Students are not to be absent from school except for the following **documented** reasons:

1. Illness and/or medical care
2. Death in the family
3. Legal reasons
4. Religious Holidays/Observances (use Religious Observance form)
5. Pre-arranged absences approved by an administrator at least a week in advance of absence (***please use the Pre-Arranged Absence form that you may download and print from the Lincoln website***)
6. Other special circumstance or insurmountable conditions (approved by an administrator)

Student Name: _____ Grade: _____

Date of Absence(s): _____ Period(s) missed: _____

Reason for absence (attach documentation if necessary): _____

Parent/Guardian signature: _____ Date: _____

Home or cell phone number: _____ Work phone number: _____

For each class in which a student has four (4) or more unexcused absences, an attendance failure will be assigned for that nine week grading period.

Students in grade 9-12 are expected to be in school for 180 days. In order to be eligible to receive credit, a student must meet course requirements and be present 135 hours for a year course (67.5 hours for a semester course) or demonstrate mastery of the course performance standards for the defined course. Therefore, students with unexcused absences totaling 10 or more per semester **MUST** earn a passing grade on the semester exam in order to be eligible to receive credit in that class.

**** This form must be returned to the Attendance Office within 10 days of the absence ****

Absence Excused _____ Absence Unexcused _____

Administrator signature: _____ Date: _____