



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 absence(s) approved by an administrator at least a week in advance of absence(s) (Use Pre-Arranged Absence Form.)
6. Other special circumstance(s) or insurmountable condition(s) approved by an administrator

Student's Name: _____ Grade: _____

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

****Note: If student left school without signing out, use the Attendance Appeal Form****
Reason for absence(s) (attach documentation if necessary) _____

Parent/Guardian signature: _____ Date: _____

Home or cell phone: _____ Work phone number: _____

Students will automatically fail in each class where absences exceed three (3) and all of the absences are not classified as excused.

Students in grades 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's 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 the class.

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

Absence(s) Excused _____ Absence(s) Unexcused _____

Administrator's Signature: _____ Date: _____