

Request for Approved Absence

Please submit this form **no later than 1 week in advance** of the anticipated absence for consideration. **Requests received with less than one week notice will not be approved.**

Student Name:	Date:		
Student Grade Level:	Homeroom Teacher:		
Date(s) of Anticipated Absence:			
Has the Homeroom teacher been notified?	YES No		
Please describe the educational benefit for the trip or activity.			
I understand that my student is responsible for completing all work assigned during his/her absence from school and that it is my responsibility to arrange this work with my child's teacher(s). I also understand that upon returning to school, my child will be required to present to the class and/or Principal what he/she learned as a result of the absence in order for the absence to be excused.			
		PLEASE NOTE - YOU WILL ONLY BE CONTACTED BY THE SCHOOL IF THE ABSENCE IS UNEXCUSED. PLEASE SEE THE FOCUS PORTAL FOR UPDATED ATTENDANCE FOR REQUESTED DATE OF ABSENCE.	
		Parent Signature	Date
		Email address:	
•	Office Use Only		
Date Received:	Ву:		
<u>Current Attendance:</u>			
Tardies Ex Absences	Un Ex Absences		
Current Grades:			
ELAMathScien	ceSocial Studies		
ExcusedUnexcused	Principal Signature		