



Sabal Palm Elementary 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
5. Pre-arranged absence(s) approved by an administrator at least a week in advance of absence(s)
6. Other special circumstance(s) or insurmountable condition(s) approved by an administrator

Student's name: _____ Grade: _____

Date(s) of absence(s): _____ Classroom teacher: _____

Reason for absence(s) include documentation: _____

Parent/Guardian signature: _____ Date: _____

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

Email address: _____

**** This form must be returned to the Sabal Palm Elementary main office within 5 days of the absence. ****

Absence(s) excused: _____ Absence(s) unexcused: _____

Administrator's Signature: _____ Date: _____

"The Leon County School District does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability."

Building the Future Together