



# FAIRVIEW MIDDLE SCHOOL

## Request to Excuse an Absence



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_ Period(s) missed: \_\_\_\_\_

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. Other special circumstance or insurmountable conditions (approved by an administrator)

Reason for absence (attach documentation if necessary):

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Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home or cell phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

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

Absence Excused \_\_\_\_\_ Absence Unexcused \_\_\_\_\_

Administrator signature: \_\_\_\_\_

Date: \_\_\_\_\_