



# Leon 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/Observations (Use Religious Observance form)
5. Pre-arranged absences approved by an administrator at least a week in advance of absence (use Pre-Arranged Absence form)
6. Other special circumstances or insurmountable conditions (approved by an administrator)

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

Date of Absence \_\_\_\_\_ Period(s) Missed \_\_\_\_\_

Reason for absence (attach documentation if necessary): \_\_\_\_\_

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

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

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 course (67.5 hours for a semester course) or demonstrate master on 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 for that class.

**\*\*This form must be returned to the Attendance Office within three (3) days of the absence(s).\*\***

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

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

Administrator signature \_\_\_\_\_ Date \_\_\_\_\_