



Lawton Chiles High School

"Cognosco, Duco, Perficio" - "I learn, I lead, I achieve"

Mr. Rocky Hanna, Superintendent
Ms. Georgia "Joy" Bowen, Board Chair
Mr. Darryl Jones, Vice Chair

Mr. Joseph L. Burgess, Principal
Ms. Calli Pickens, Assistant Principal
Mr. John Swope, Assistant Principal
Mrs. Grace Bigelow, Assistant Principal
Mr. Aaron Clark, Dean of Students

Request to Excuse an Absence

Students are excused from school for the following ***documented*** reasons:

1. Illness and/or medical care
2. Death in the family
3. Legal Reasons
4. Religious Holiday/Observations (use Religious Observations form found on Chiles Attendance webpage)
5. Pre-arranged absence(s) approved by Mr. Swope at least five days in advance of the absence(s) (use the Pre-Arranged Absence form found on Chiles Attendance webpage)
6. Other special circumstance(s) or insurmountable condition(s) approved by Mr. Swope.

Student Legal Name (print): _____ Grade _____

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

Reason for absence(s) _____

Absence notes must be returned to the Attendance Office within 5 days of the return to school.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian phone number: _____

"Attendance Failure" = For each class in which the student has four (4) or more *unexcused* absence(s), a grade of "F" shall be assigned for that nine (9) week grading period.

Absence excused _____ Absence unexcused _____

Mr. Swope's Signature for excuse #6 : _____

7200 Lawton Chiles Lane, Tallahassee Fl. 32312 | Voice: (850) 488.1756 | Fax: (850) 488.1218
<http://www.leonschools.net/chiles>

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."