



## 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 (use Religious Observance form)
5. Pre-arranged absence(s) approved by an administrator at least a week in advance of absence(s) (Use Pre-Arranged Absence Form.)
6. Other special circumstance(s) or insurmountable condition(s) approved by an administrator

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

**\*\*Note: If student left school without signing out, use the Attendance Appeal Form\*\***  
Reason for absence(s) (attach documentation if necessary) \_\_\_\_\_

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

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

**Students will automatically fail in each class where absences exceed three (3) and all of the absences are not classified as excused.**

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's course (67.5 hours for a semester course) or demonstrate mastery of 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 in the class.

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

Absence(s) Excused \_\_\_\_\_ Absence(s) Unexcused \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_