REQUEST FOR ADVANCE ABSENCE

Student Name ____________________________________________

Date(s) of Absence (please submit this form at least 3 days before absence):

Dates you will miss school: __________________________________

Reminder: School attendance policy limits unexcused absences to 6 days and total excused absences to 15 days per semester before affecting grades. Exceptions will only be granted to students proactively communicating with teachers while planning and preparing their studies and assignments for Warranted education-related events. This form must be completed and returned to the Front Desk at least 3 days before the absence for consideration as a Warranted Absence.

Will this absence be an educational activity that involves the active participation of the student?

Yes
No

Parent’s Request:
Briefly state the reason for the absence:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Student’s Request:
Briefly state how this activity will enhance your educational goals, spiritual life or cultural development:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

______________________________
Student Signature

______________________________
Parent Signature

Absence is: ___ Excused
___ Unexcused
___ Warranted

______________________________
Principal / Vice Principal Signature

Date