



Request for an Excused Absence

For school planning purposes, **this form should be returned five school days** in advance of the requested date of the absence in order to be considered excused.

Student _____ Gr _____

Student _____ Gr _____

Student _____ Gr _____

Indicate first day of absence _____

Last day of absence _____

Date student(s) will return to school _____

Person/s supervising student/s during absence: _____

Reason for absence:

Students are responsible to get homework assignments in advance of the absence. A copy of this form will be returned to you indicating the decision below.

Parent signature _____ Date _____

To be completed by office personnel:

Absence is: Excused _____ Unexcused _____

Authorized Signature _____ Date _____