



Request for an Excused Absence

For school planning purposes, **please return this form five school days in advance** of the absence in order to be considered excused. **Please note:** a maximum of seven days will be excused for vacations/educational trips.

Student _____ Gr _____

Student _____ Gr _____

Student _____ Gr _____

Date of the first day of absence: _____

Date of 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 emailed to parents/caregivers indicating the school's decision as noted below.

Parent signature _____ Date _____

To be completed by office personnel:

- # of days used for previous trips _____
- # of days excused for this absence _____
- # of days unexcused for this absence _____

Authorized Signature _____ Date _____