



Absence Request

K4-6th Grade

Please complete Section A and return this form to your child's homeroom teacher.

SECTION A- Filled out by the Parent

Name of Student _____ Grade _____ Teacher _____

Date of Request _____ Date(s) to be absent _____ Number of Days _____

Reason: _____

Parent's Signature _____ Date _____

Please read the following stipulations regarding an absence request:

An Absence Request form may be obtained from the Principal/Asst. Principal if an absence is unavoidable. The student must obtain the form at least two days **prior** to the absence. If the Absence Request is excused, the student will be allowed to make up his work. If the Absence Request is denied or if the number of absences requested cause the total number of absences to exceed the allotted days per year, the absence will have no make up privileges.

An approved Absence Request will inform the teacher of the student's forthcoming absence. However, the teacher will NOT be responsible for reviewing lectures, class discussions, or giving extra tutoring. It is the student's responsibility to see the teacher about all make up work. All make up work is due on the day the student returns to class. Tests missed will be made up on the first day back to school or at the teacher's discretion. All other tests will be given on schedule or at the teacher's discretion.

SECTION B- Filled out by the Principal

Number of days absent to date _____

Principal's Signature _____

Excused _____ Unexcused _____

Date _____

SECTION C- Teacher(s) Signature

Teacher's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____