



# Absence Request

## K4 - 6th Grade

- Procedure:
1. Have Section A filled out by parent
  2. Have Section B filled out by the Principal
  3. Secure the signature of teacher
  4. Return completed form to the Principal/Asst. Principal before the day(s) of absence

---

### SECTION A- Filled out by 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 a teacher's discretion. All other tests will be given on schedule or a teacher's discretion.

---

### SECTION B- Filled out by the Principal

Number of days absent to date: \_\_\_\_\_

Signature of the Principal: \_\_\_\_\_

Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Date \_\_\_\_\_

---

### SECTION C- Teacher Signature

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_