

Notification of Absence

(To be completed for absences of more than two days)

All excused absences require that parent/guardian verification be provided to the school attendance officer or designee 10 days in advance of the absence or prior to re-admittance to school.

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be made in writing or via phone contact with the school followed by a written request to the school. The student may be excused by the parent/guardian under this provision for **not more than 10 days in the school year (the 10 days includes excused absences due to intermittent illness).**

_____ Currently, my child(ren) have 10 or fewer absent days. This absence request will **not** result in my child(ren) exceeding a total of 10 days.

_____ My child(ren) have exceeded or will exceed 10 absent days. I will schedule a meeting with the principal.

I request permission for:

(Student Name)

(Homeroom Teacher)

(Student Name)

(Homeroom Teacher)

(Student Name)

(Homeroom Teacher)

to be absent from school on:

_____ (Dates) Reason: _____

Parent/Guardian Signature

Date

_____ Permission granted _____ Permission not granted due to excessive absences

Principal

- The office will notify the elementary teachers of the absence. Given reasonable notice, teachers may provide any necessary assignments to be completed. Middle school students will be responsible for notifying their teachers for homework purposes.
- Makeup work may also be assigned when the child returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence.