



## Request for Absence Form

The class teacher may permit absences for a maximum of two days. If there is a special reason, the Principal may permit a longer absence, however the absence may **not exceed twenty days** during the school year.

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ hereby request that my child will be absent  
from \_\_\_\_\_ to \_\_\_\_\_

Number of days: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Please note the following:

- ManageBac attendance must be submitted before the leave (the approved e-mail confirmation will be sent to you **after** the ManageBac entry)
- It is the student's/parent's responsibility to contact each teacher individually prior to the student's absence to ask for work he/she is going to miss.

**Please complete one form per child.**

Signature, parent / guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### PRINCIPAL'S PERMISSION

- Absence Permitted
- Absence Not Permitted

\_\_\_\_\_  
Principal's Signature