

REQUEST FOR EXCUSED ABSENCES DURING EDUCATIONAL TIME

Because of the Salt lake City School District's commitment to quality education, we are concerned when a child misses school for any reason. Utah Compulsory Laws (Code 53A-11-101-105) require that every schools age child be enrolled in school and attend regularly. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointments, family emergencies, death of family member or close family friend, and observance of religious holidays. Family activity or travel requires prior approval of school principal.

Please note that even though a student has an opportunity to make up work, extended absences may negatively impact the student's academic progress. While some assignments may be made up, some class experiences cannot be replicated and a student's progress may suffer.

This is a formal request to allow my students(s) _____

To be excused from school during educational time starting on _____20____ and ending (last day absent) _____20____.

The purpose for the absence is: _____

I have met with my student's teacher(s) and the principal and have an agreement on how my child will compensate for lost educational time.

Parent signature

Date

Teacher signature

Teacher signature

Teacher Signature

Principal Signature

Date

All signatures must appear for this request to be valid. The form must be on file before the beginning absence date. Otherwise, the above dates will be considered unexcused absences and the Salt Lake City School District truancy policy will be followed.