

## CONDITIONAL ABSENCE REQUEST FORM

In order for the absence to be considered for approval, it should be turned in to the assistant principal **one week** prior to the requested day of absence. You may send the form electronically to [attendance@mercyjaguars.com](mailto:attendance@mercyjaguars.com).

**NOTE:** A CA cannot fall before or after a school break or holiday without prior approval from the assistant principal.

Thanks for your cooperation.

Student's Name: \_\_\_\_\_

I am requesting my daughter's absence on \_\_\_\_\_ be

Day(s)/Date(s)

excused for the following event and/or reason:

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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

For Office Use Only:

- Approved CA
- Approved AB
- Unapproved AB

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