

## Request for Excused Absence

(for absences other than illness, unpredictable emergencies,  
dental or medical appointments, or religious observations)

Please complete this form and return it to the office prior to the date of requested absences.

Families are encouraged to take vacations during scheduled breaks and non-student days. Vacations during the school year are discouraged as the amount of time a student is absent may adversely affect academic performance.

Please be aware that teachers **will not** put together packets of work prior to a vacation.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_ Teacher(s): \_\_\_\_\_

Dates of absence: \_\_\_\_\_ Number of missed school days: \_\_\_\_\_

Have you notified the teacher(s)? **Yes**, on \_\_\_\_\_ **If not, please e-mail the teacher(s) as soon as possible.**  
(date)

Reason for absence: \_\_\_\_\_

Dates of other such requests (during elementary years): \_\_\_\_\_

Parents' plans to maintain academic skills (Please note: assignments are not provided in advance. The teacher may require some work to be made-up upon return and some learning experiences can not be made up, i.e. classroom discussions and labs.):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
This portion of the form to be completed by office staff.

\_\_\_\_ Principal Review

\_\_\_\_ Copy in cumulative file(s)