



**PARENT/GUARDIAN REQUEST FOR ADMINISTRATOR APPROVAL  
OF STUDENT ABSENCE FORM**

When a student’s absence has been requested, in writing, by the parent/legal guardian and approved by the administrator, it may be considered as an excused absence. Please provide documentation to support this request. Must give school 3-days advance notice per district policy.

I, \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_  
D.O.B. \_\_\_\_\_ am requesting Administrator Approval for my son/daughter who will be absent from  
school for a total of \_\_\_\_\_ hours \_\_\_\_\_ day(s), from (dd/mm/yy) \_\_\_\_\_ to \_\_\_\_\_.

Reason for request:

- Appearance in court
- Attendance at a funeral service (extended days)
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- Entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- Medical exclusion or exemption
- Observance of religious holiday or ceremony
- Other (please specify): \_\_\_\_\_

Requests applicable when the pupil is the custodial parent:

- Attendance at an educational conference offered by non-profit organization (legislative/judicial)
- Attendance at an employment conference
- Member of a precinct board for an election

Additional details/explanation (Please attach any supporting documentation):

I understand that any absence from school will result in the loss of valuable instructional time and may impact my child’s learning and academic achievement.

_____ Parent/Legal Guardian Printed Name	_____ Parent/Legal Guardian Signature	_____ Date	_____ Parent/Legal Guardian Telephone
---	--	---------------	--

_____ Administrator Printed Name	_____ Administrator Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
-------------------------------------	----------------------------------	---------------	---

*If approved, student shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall receive credit equal to the credit he/she would have received on the original assignment or test.*

----- Office Use Only -----

- Excused absence(s) has been entered in the student information system for all applicable dates/class periods.

Information entered by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_