# KCSD Extended Absence Request Form

*This form should be submitted to the attendance office or building principal for absences of 3+ days.*

☐ Mary D. Lang K Center    ☐ Bancroft Elementary    ☐ Greenwood Elementary
☐ New Garden Elementary    ☐ Kennett Middle School    ☐ Kennett High School

| | |
|---|---|
| Student Name | |
| Parent Name | Email address |
| Grade | Student ID Number |

| | |
|---|---|
| Reason for extended absence | |
| School dates requested for extended absence | |
| Last day in school before absence | |
| Day the student will return to school | |
| Total number of school days requested for extended absence | |

*If you have other students in KCSD that will also be requesting extended absences, please list their names and schools here: _____.

Parent Signature _____ Date _____

**Notes about extended absences:**
- An extended absence is 3 or more days.
- Parents/guardians need to provide advanced notice (2 weeks preferred) of a planned extended absence to the building principal.
- Building principals can approve extended absences up to 10 days per school year.
  - The approved days will be considered excused absences.
  - Any missed days beyond the approved days will be considered unexcused absences.
- Students are responsible for the completion of all assignments/assessments missed during the period of extended absence.

For office use only:

| | excused: | unexcused: |
|---|---|---|
| Total number of absences for current year | | |
| Total number of school days **requested** for extended absence | | |
| Total number of school days **approved** for extended absence (excused) | | |
| Total number of school days **not approved** for extended absence (unexcused) | | |

Principal's Signature _____ Date _____
**Office Staff:**
☐ Send a copy of this signed form to the family.  Date: _____  Sent by: _____

☐ Place the original in the student's attendance file and enter information into Skyward.

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