



**MAHWAH HIGH SCHOOL**  
50 Ridge Road, Mahwah, NJ 07430

**REQUEST FOR EXCUSED ABSENCE**  
for Co-Curricular or Athletic Event

**Absences will be recorded as family business (B) unless this request has received prior administrative approval, 10 school days prior to the date of the event. Completed requestes will be reviewed to determine if they are eligible for an excused absence.**

We recognize that students participate in outside educational opportunities that have a positive effect on future education or goals. In order for an absence to be excused, the absence must be a high level event for which the student has been selected using stringent qualifying criteria and all the conditions below must be fulfilled. Examples of high level events at which you will perform:

- Olympic competition
- National performance in which you qualified
- Lincoln Center performance

Requests for excused absences: (all items must be completed)

- attached a parent note to this form
- attached an official schedule of the specific events with dates to this form
- included verification of the level of competition with this form
- submitted all information with this form to the Assistant Principal at least 10 school days prior to the event

Completed requests will be reviewed to determine if they are eligible for an excused absence. Requests that are incomplete or late will have absences coded as family business which is a countable absence. Requests for excused absences during January or June exams are generally not permitted. **(Travel days are coded as family business, which are countable absences.)**

Students are responsible for instruction while absent and should utilize the portal to determine what assignments and assessments need to be completed upon return to school. Students will be given a reasonable amount of time to complete their work.

**Number of Excused Absences Permitted in a Year**

Freshman 3 day	Sophomore 3 days	Junior 3 days	Senior 3 day
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Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Event	Location	Date

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Disposition - For Office Use Only