



Watertown-Mayer Elementary School

Prior Approval Request for Excused Absence
Family Activity or Vacation

Please complete and submit this form to the attendance secretary if your elementary age child will miss school for an upcoming family activity or vacation.

Student Name: _____ Student's Teacher: _____

Parent Name: _____ Contact Number: _____

Student will be absent _____ to _____ for a total of _____ school days.
(M/D/Y) (M/D/Y)

My child will be involved in a family activity. I understand that family activities/vacation may be counted as excused absences only if approved by the building principal and that any days not approved are counted as unexcused absences. I also understand unexcused absences accrue over the entire academic year, and the school district is required to report unexcused absences to the student's resident county and may be required to file neglect or truancy reports.

Parent Signature _____ Date _____

Principal Signature _____ Date _____

Please fax this form to 952-955-0301 or turn it in to the elementary office for approval.

For Attendance Office Use Only

Excused absence dates _____

Unexcused absence dates _____

Principal's Signature _____ Date _____