

REQUEST FOR STUDENT LEAVE EXTON ELEMENTARY SCHOOL



Date of Request: _____

Student Name(s): _____

Teacher Name(s): _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent/Guardian Signature: _____

[West Chester Area School District Policy 204AG1](#) outlines lawful and unexcused absences totaling a maximum of ten (10) parent notes and five (5) non-school sponsored trip notes preapproved by the building principal. When the district is notified in advance the family is utilizing all days consecutively, the student will be dropped from the district's active attendance roll after fifteen (15) school days of absences.

Please be aware that the nature of the elementary classroom program is very dependent upon what happens during each day of instruction. Assignments and homework generally extend each day's lesson or are in preparation for the next day of classroom work. For this reason, teachers cannot create assignments in advance and provide you with work to take with you in every instance. Work and classroom instruction missed during this absence may not be able to be made up. Whenever possible, assignments that are missed will be given to the student upon return.

Your request for an excused absence from school for the dates listed below is approved.

Date(s): _____

Approved: _____

Mrs. Kristin Bulgarelli, Principal

Date