

# Parent/Guardian Request For Student Absence



School Year: \_\_\_\_\_

School officials realize that business and personal interests sometimes require families to be away from home for short periods of time. When a parent or guardian believes that there is a valid reason for a student to be absent, school officials will endeavor to honor the absence. Such absences, when approved, will be considered excused absences. Depending upon the course, students may be expected to make up time and/or work missed because of such absences.

## Student Information;

Last Name:	First Name:	Middle Initial:
Grade:	School Name:	

## Reason for Requested Absence:

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## Dates Student will be absent:

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**Please return form with parent/guardian and teacher signatures to the main office prior to student's departure for excused absence.**

Printed Name of Parent/Guardian	Signature of Parent/Guardian	Date of Signature

	Signature of Teacher	Dates Work to be Completed
1st hour		
2nd hour		
3rd hour		
4th hour		
5th hour		
6th hour		
7th hour		

## For Office Use Only

Date Form Returned:	Received by (initials):
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