

MHRD - APPLICATION FOR ATHLETIC/ACTIVITY EXCUSALS
Return this application to the Attendance Office on or before September 30th.

This application is for students who require flexibility in order to participate in activities that could affect their attendance.
 Students are granted 10 excused absences upon acceptance into this program.

Student Name:	Year of Graduation:	School Counselor:
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Special Program (if applicable, please check the box):

- MK - Academy of the Performing Arts
 MK International Baccalaureate
 MK Math and Science Magnet
 MH - Academy for Math, Science, and Engineering
 MH AVID
 MH Magnet

Athletic/Activity:
Time Spent Weekly Participating in Athletic/Activity:
<u>Contact Information of Mentor/Coach</u>
Team/Organization: _____
Mentor/Coach First and Last Name: _____
Email: _____
Phone Number: _____
Website: _____

After reading the expectations on page 2, **please sign your name in the table** below. Your signature below verifies that you have read, understand, and will abide by the expectations of using Athletic/Activity Excusals.

Student	
Parent/Guardian	
Mentor/Coach	
Attendance Principal	
School Principal	

MHRD - EXPECTATIONS FOR ATHLETIC/ACTIVITY EXCUSALS

KEEP THIS DOCUMENT FOR YOUR RECORDS

I understand ...

1. **Timing of Requests & Proof:** The student must email the Attendance Office about an anticipated absence at least one week in advance of the absence. When a request is made, the student must provide **verification of the absence** that includes the date, time, and location of the event. Examples of appropriate forms of verification are an email invitation to meet with the specific coach/mentor, the game schedule, the college ID camp schedule, the tournament website, competition schedule, audition schedule etc.

- Students are required to **speak** to their teachers at least one week in advance, about missing school [and follow-up via email] so they can **get the work** proactively or **request an extension** prior to their departure.
- If there is a case where an audition or a competition becomes available to you and does not allow for a week's notice, it is the **STUDENT'S RESPONSIBILITY** to email all teachers and copy the Attendance Office on the email to let them know of this scenario and request an exception.
- Students who need an excused absence for a competition/performance that falls on the day of a Common Assessment must reach out to the building principal to receive administrative approval for their request first.
- *A NOTE about college visits, college athletics, and coaches visits: Students must use the "College Visit" absences through the Attendance Office **first** before using Athletic/Activity Excused absences for that purpose.*

2. **In the case of an Injury:** If the student becomes injured during the season and is not able to fully participate in their assigned MHRD Physical Education class, the student will NOT receive Athletic/Activity excused absences [for the period of time they are injured].

3. **Student-Athlete/Performer School Responsibilities:** When a student makes a request to utilize excused absences, they must be **passing (maintaining a grade of 70+)** all of their classes. Students may be denied excused absences if current grades are below 70 at the time of request.

- Absences WILL NOT be granted until the student is passing and WILL NOT be excused retroactively if the student is not passing before dates of the absence.
- Athletic/Activity Excusals DO NOT work like sick days. You must submit the work to your teachers [or on Google Classroom] by the deadline unless there is a new deadline agreed upon by the teacher.
- **PLEASE NOTE - NEW UPDATE:** Although the excused absence will be documented in ASPEN, the Attendance Office will NOT be informing the teachers of the absence other than it being coded in ASPEN. It is the student's responsibility to reach out to their teachers via email to inform them of the planned absence.

4. **Re-application:** Students are required to submit an application each year they will need excused absences.

5. **Removal from the Program:** Failure to meet the following expectations will result in removal of this program at any time.