



Prior Approval of Absence(s) Request for OSD Students

In accordance with the policy JBA of the Oxford School District governing absences, prior approval must be given by the administration to certain categories of absences if they are to be considered excused. To request approval of an absence falling into one of the categories below please complete this form prior to the absence.

Students full name: _____ Grade _____

Date(s) student will be absent: _____

I request that administrative approval be given for the absence of my child for the following reason:

☐ Religious event/observation ☐ Educational opportunity ☐ Other

Explanation for the reason indicated above:

Are any siblings who attend another school in the Oxford School District also requesting approval for an absence on the same date(s)? If yes, please provide his/her name and grade level.

Parent/Guardian Signature

Date

OFFICE USE ONLY

This absence will be designated as an:

☐ Administrative Excuse (D) ☐ Parent Excuse (E) ☐ Unexcused (A)

Administrator Signature

Date