

Absence Request

Please fill this form out in its entirety and have your son turn it in to Student Services if he is going to be absent a day or more. If you anticipate an absence, please send this in **2-3 days ahead** so he can make his teachers aware.

This is considered a parent note. *A doctor's note is only needed if he is out for 3 or more days, or before or after a holiday.*

Student Name: _____ **ID#:** _____

My son **was / will be** absent from school on _____ due to:
Circle one Date

_____ illness

_____ all day doctor/dental appointment

_____ attending a funeral

_____ family trip

_____ attending a sporting event (not St. X related)

_____ other _____

_____ _____
Parent/Guardian Signature **Date**

_____ _____
Student Signature **Date**

FOR OFFICE USE:

_____ This request has been approved as an excused absence.

_____ This request has not been approved. This absence will not be excused.

_____ _____
Administrator Signature Date