

Advance Notification of Student Absences

The Principal/Assistant Principal will review all applications for anticipated absences. All applications should be completed a minimum of 1 week prior to the proposed date of absence. All absences will be considered excused or unexcused by our principal/assistant principal based on the following criteria:

1. The reason for the proposed absence.
2. The student's attendance records for both the previous and present school years.
3. All work is successfully completed at the discretion of each individual teacher.

Student's Name: _____

Grade: _____ Teacher: _____

Dates of Anticipated Absences: _____

Reason for Anticipated Absences: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

To Be Completed By Attendance Clerk

Present School Year Attendance: Year: _____

Excused Absences: _____ Unexcused Absences: _____

Tardies: _____

Previous School Year Attendance: Year: _____

Excused Absences: _____ Unexcused Absences: _____

Tardies: _____

_____ EXCUSED: Absence is considered excused pending the successful completion of all make-up work at the discretion of each individual teacher.

_____ UNEXCUSED: Absence is considered unexcused.

Signature of Principal/Assistant Principal: _____

Comments: _____