



## **APPLICATION FOR PERMISSION TO BE ABSENT**

PARENTS: Please take this form to your child's (or children's) homeroom teacher. Upon their approval, submit the form to the school office. You will be notified of the Interim Principal's approval via email.

**Parents: We ask that your request for "permission to be absent" apply for extreme situations such as family illness, family re-unions, and other events that are of a nature that does not allow scheduling during the four standard breaks (Thanksgiving, Christmas, Winter & Spring).**

**I am requesting that my child(ren) be excused from school on the date(s) listed below.**

I understand that my child and I are responsible for requesting missed assignments and tests, **following** my child's absence AND for making up said work within a time frame set forth by the teacher.

Student A: \_\_\_\_\_/Grade: \_\_\_\_\_

Student B: \_\_\_\_\_/Grade: \_\_\_\_\_

Student C: \_\_\_\_\_/Grade: \_\_\_\_\_

Requested Excused Absence Date(s): \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher A Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher B Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher C Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action by Principal:

Was this submitted at least 3 days prior to absence? \_\_\_\_\_ Yes \_\_\_\_\_ No

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_