

**Alice Terry Elementary School
Request for Pre Approved Excused Absence**

This form should be used to request an advanced absence of more than 2 days.

Prior principal approval required

Student Name _____ Grade _____ Teacher _____

Date(s) of absence(s) _____ Number of school days missed _____

Reason for absence:

Plans to maintain academic skills (Please note: Make-up assignments are not provided in advance. The teacher may require some work to be made-up upon return):

Signature _____ Relationship to student _____

Date: _____

Principal's Decision: Accepted Denied (will be unexcused)

Principal: _____ Date _____

Regular and punctual attendance is vital to your child's progress. **We are required by law to track absences and identify them as excused or unexcused.** For an absence to be excused, parents must inform the school office by phone call or note of the reason for the student's absence.

Excused absences include illness, medical or dental appointments, religious observances and family emergencies.

Family vacations should be planned for non-school days. If there is a special request to have an absence approved (e.g. special family trip), there must be prior approval by the principal. Once the parents have completed the form, the staff will review if the absence will adversely affect learning; and then the principal will determine if the absence will be excused or unexcused.

Unexcused absences: State law requires that schools follow specific steps for unexcused student absences, including parent conferencing and creation of an attendance contract / plan. Students who have ten unexcused absences must be referred to court.

Thank you for doing all that is possible to have your child in school every day, on time!