



# Pre-Excused Absence Request Form

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Note: This form must be signed by the parent and the child's teacher prior to turning it in to the office. Forms, with signatures, must be turned in at least 2 days (excluding weekends) in advance of the anticipated absence. The school reserves the right, according to state and diocesan policy, to determine which absences shall be excused. Please see handbook for more information including the state's compulsory attendance law and truancy.

## Guidelines:

1. Your child is responsible for making up work missed during an absence(s). Your child will have an equal number of school days to complete make-up work as days missed. The exception may be absences occurring the last week of a term, when work will need to be turned in prior to the absence. Parents/Guardians are responsible for helping the child attain concepts that may have been taught during the days missed. Teachers are not required to prepare homework for your child prior to the absence. A large amount of what happens at the elementary level is instruction and learning experiences occurring in the classroom. It is impossible to "make-up" this lost time in instruction and experience.
2. If a student is experiencing difficulty in regular school work, such absences might further contribute to the problem. In such a case, parents should seriously consider the possible academic consequences of the absence.
3. Teachers are requested to communicate to the Principal any concerns they may have about a student's requested absence.

Student \_\_\_\_\_

Grade \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Total School Days \_\_\_\_\_

Reason for Absence:

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

Date \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_ Principal Signature \_\_\_\_\_

Approved

Denied

Comments: \_\_\_\_\_

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