

503F: Form to Appeal for Excused Absence

Student Name: _____

School Attending: _____ **Grade:** _____

Parent/Guardian Name: _____ **Phone #:** _____

Date(s) of Absence: _____

Reason for Absence: _____

Date of Appeal: _____

Please provide a detailed explanation for the absence(s) and any supporting documentation:

Submission and Appeal Process:

1. First, submit this form to the Principal.
2. If the issue is not resolved, appeal to the Superintendent.
3. If further action is needed, appeal to any School Board Member.
4. As a final step, contact the Truancy Officer.

Important Note Regarding Absences and Attendance:

- It is the responsibility of the parent or guardian to inform the school of any student absence using the school's designated communication method (attendance line, email, etc.) within 48 hours.
- Documentation for excused absences may be required if a student accumulates more than twelve (12) absences, and a doctor's note is required for illnesses lasting longer than three days.

NOTE: Under Minnesota Statute 120A.22, a parent, guardian, or other person having control of a child may apply to the school district to have the child excused from attendance for part or all of the school year. This form facilitates that application process, which can be made to a school board member, truant officer, principal, or superintendent. Please note that a statement from a physician or licensed mental health professional indicating the child's inability to attend school is considered a valid excuse for absence.