



C175-E2

ATTENDANCE
Administrator-Approved Excused Absence Request Form

Please complete this form to request an administrator-approved excused absence for your student. One form must be submitted per student, per absence request.

Student Information

Student Full Name (Print): _____

Grade: _____ **Building:** _____

Parent/Guardian Information

Parent/Guardian Name (Print): _____

Phone Number: _____

Absence Details

Type of Absence as defined in Policy C175 (Check One):

- ☐ Family Choice Planned (known in advance): maternity, military, or other reason
- ☐ Family Choice Unplanned (unexpected): maternity, military, or other reason
- ☐ Administrator Approved (known in advance): not falling into the above categories; must be making satisfactory academic progress

Date(s) of Absence: _____

Specific Reasons for Absence:

Parent/Guardian Signature

I certify that the above information is accurate and understand that this form will be reviewed by school administration.

Signature: _____

Date: _____

Office Use Only

- **Received by:** _____
- **Date Received:** _____
- **Approved:** ☐ Yes ☐ No
- **Signature:** _____
- **Notes:** _____