



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. All forms should be submitted to the building principal. Please note that those with 10 or more tardies will not be approved.

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:** _____
- **Tardy Count:** _____
- **Approved:** Yes No
- **Signature:** _____
- **Notes:** _____
- **Admin #2 Approved** Yes No
- **Signature:** _____
- **Notes:** _____