



## Excused Absence Form

*In order for any absence, with the exception of school trips, to be excused, pupils must submit this form signed by a parent/legal guardian stating the reason for that absence. The pupil must present this excuse to the proper school official on the day the pupil returns to school. If no excuse is presented, the absence shall be considered unexcused. Phone calls or emails cannot be used to excuse a student's absence from school.*

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

Student's Name: \_\_\_\_\_

(Please print name)

The following reasons are acceptable as valid excused absences. Please check the applicable reason and attach any necessary documentation.

- Medical/Dental appointment
- Illness or injury of student
- Court date/hearing
- Death or illness of a family member
- Recognized religious holiday
- Pre-approved absence of educational value

Other Reason and/or Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please print name)

Parent/Guardian Signature: \_\_\_\_\_

### FOR SCHOOL USE ONLY

**Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

(Principal)