



PARENT/GUARDIAN REQUEST FOR STUDENT ABSENCE

Board Policy Reference JBD

School Year

School officials realize that business and personal interests sometimes require families to be away from home for short periods of time. When a parent or guardian believes that there is a valid reason for a student to be absent, school officials will endeavor to honor the absence. Such absences, when approved, will be considered excused absences. Depending upon the course, students may be expected to make up time and/or work missed because of such absences.

Student Information

Last Name First Name Middle Name

Grade School Name

Reason for Requested Absence:

Dates Student will be Absent:

PLEASE RETURN FORM WITH PARENT/GUARDIAN AND TEACHER SIGNATURES TO THE MAIN OFFICE PRIOR TO STUDENT'S DEPARTURE FOR EXCUSED ABSENCE

Printed Name of Parent/Guardian Signature of Parent/Guardian Date of Signature of Parent/Guardian

Elementary School Level

Signature of Elementary Classroom Teacher

Secondary School Level	Signature of Teacher	Date Work to be Completed	Alternate Day Classes (Physical Education)	Date Work to be Completed
0 Hour				
1st Hour				
2nd Hour				
3rd Hour				
4th Hour				
5th Hour				
6th Hour				
7th Hour				
8th Hour				

For Office Use

Date Form Returned Received by (Initials)

6/2012