



## APPLICATION FOR EXCUSED ABSENCE

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

Student's Grade: \_\_\_\_\_

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

Time of Check In: \_\_\_\_\_ Time of Check Out: \_\_\_\_\_

Reason For Absence(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use Only:

\_\_\_\_\_ Excused

\_\_\_\_\_ Unexcused

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note to parents:** Submission of application does not insure that absence will be excused. Please submit only LEGITIMATE reasons for absence (NOT "my child didn't feel well", "my child was tired from last night's ballgame", "needed rest", etc.). Please refer to attendance policy in school handbook for detail concerning excused/unexcused absences. Students must present verification for excused absence to all his/her teachers within THREE DAYS or absence will not be recorded as excused.

\_\_\_\_\_  
Parent Signature