

## Request to Waive Unexcused Status of Student Absence

~ *Must be submitted to the school building office at least 5 school days in advance of planned absence*~

The school board believes that it is the student's right and responsibility to be in school. Further, the school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. There is a school board policy that articulates this as its purpose. It encourages regular school attendance and recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

Excused absences fall under these categories and **YOU DO NOT HAVE TO COMPLETE THIS FORM FOR THE FOLLOWING:**

- Family emergencies (serious family illness, injury or death)
- Medical appointments (the school reserves the right to verify)
- Student illness
- School sponsored activities
- Required court appointments
- Absences pre-approved by the administration

The school has the responsibility, under state law, to determine whether an absence is excused, and if not, to take corrective action, including disciplinary consequences. The information provided on this form will be used by the Principal to determine whether a family vacation, college visit, or other typically unexcused absence will be excused.

Name of Student: \_\_\_\_\_ Date of Request \_\_\_\_\_

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

Number of School Days to be Missed \_\_\_\_\_

Describe the Planned Absence, including all information you feel is pertinent: (continue on reverse side if necessary)

Why were you unable to arrange for this absence to occur on non-school days?

Parent Signature \_\_\_\_\_ Phone # \_\_\_\_\_  
Alternate Phone # \_\_\_\_\_

Admin. Action:

These absences have been determined to be \_\_\_\_ EXCUSED by: \_\_\_\_\_  
Initial Date

These absences have been determined to be \_\_\_\_ UNEXCUSED.

**(If UNEXCUSED, please refer to the rationale on the reverse side of this form)**

## EXPLANATION OF DENIAL

Your request for waiver of the dates of absence outlined has been denied for the following reason(s):

- The request was not submitted in advance of the planned absence as prescribed
- The student has unexcused absences on previous dates
- The absence dates conflict with critical testing or academic activities
- The student already has numerous absences
- This absence will place the student in academic peril
- The activities involved with this absence can be scheduled during a non-school day(s).
- Other (comment)

The decision to deny your request for this waiver was the result of careful consideration of numerous factors that are known to impact academic success. I would be more than happy to provide you with additional insight as to how this decision was reached. Please feel free to contact me.

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(Administrator)

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(Date)