



Pre-Approved Absence Request for Extenuating Circumstances

Form must be submitted at least one week prior to the absence. Complete one form for each student.

CONTACT INFORMATION

Student last name _____	Student first name _____	MI _____	ASD student ID# _____
Parent/Guardian last name _____	Parent/Guardian first name _____	MI _____	Student grade level _____
Primary phone contact _____		Additional contact number _____	

ATTENDANCE POLICY

According to ASD School Board Policy 443 (b):

The principal or designee may excuse a student for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school:

1. Illness,
2. Death or serious illness in the immediate family,
3. Participating in a school function,
4. Attendance at religious services, or
5. Extenuating circumstances approved by the principal.

EXCUSED ABSENCE REQUEST

Since the reason for my child's absence does not fall under the conditions listed in ASD School Board Policy 443 (b), I am requesting permission for my child's absence to be excused for the following extenuating circumstances:

Dates of absences

From _____ To _____

Number of missed school days in absence request: _____

Elementary

Number of absences in current semester _____

Secondary

Highest number of absences in a class _____

PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge that these absences may jeopardize my child's academic progress and that the absences will be considered for attendance probation, withdrawal of credit and identification of a student as habitually truant.

Parent/Guardian signature _____ Date _____

PRINCIPAL/DESIGNEE CONSIDERATION OF REQUEST

_____ I approve the absence request

_____ I do not approve the absence request for the following reason(s):

Principal/Designee signature _____ Date _____

When a family knows in advance that their child will be absent from school for five or more days, a separate class work make-up request can be made through the school office.

A copy of the completed request with principal/designee signature is provided to the parent/guardian. If the Pre-Approved Absence Request is denied, the parent/guardian may have that decision reviewed by making a request to the appropriate Division within two (2) school days.