



ANCHORAGE SCHOOL DISTRICT
Pre-Approved Absence Request

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.

Dear Wendler Students and Parents,

As you know, attendance has been a major district focus for several years. The ASD Student Handbook defines excessive absences as 10 or more absences in a semester, whether or not they are prearranged and excused. Recent data at Wendler suggests that missing more than four days a quarter has a significant impact on student grades. Our goal is for every student to pass every class this year, so before I excuse your absence request, I ask that you work together to make a specific plan to keep on track. Please return this form with your absence request.

We recommend you dedicate a time each day to keep up with schoolwork. At what time will you be working each day you are away?

We recommend you have a dedicated place to study while you are away. Where will you be doing your school work?

Will you have computer and Internet access during your vacation? Yes_____ No_____ If yes, we recommend you submit work via e-mail as you complete it. Which staff member would you like to e-mail your work to at Wendler?

If you will not have access to technology, or if some work cannot be submitted online what is your plan for turning in your work when you return? Please tell us which day you will submit your work and which teacher(s) will be receiving it.

Student Name (Please print)_____

Student Signature_____

