

# Northside Elementary & Coulee Montessori

## PRE-APPROVED/ EXCUSED ABSENCE REQUEST

### Instructions:

- Submit Pre-approved/Excused Absence Request form to the office at least 5 school days prior to the first date of the absence. A separate form should be filled out for each student.
- This form should be used for family events/vacations (lasting 3 or more days). This form should not be used for upcoming medical appointments, funerals, or other absences.

### PARENT PORTION

Student Name:		Grade:	Teacher:
Today's Date:	Total Days Out:	First Date Gone:	Return Date:
Absence Reason:			
Educational Aspects of the Trip:			

### TEACHER PORTION

Date Received by Teacher: \_\_\_\_\_  
Student will be missing (tests, assessments, events, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Teacher Initial) The student is: \_\_\_\_\_ At level/up-to-date on Academics  
\_\_\_\_\_ Is behind and should not miss lessons at this time  
Teacher Comment: \_\_\_\_\_  
\_\_\_\_\_

### OFFICE PORTION

Current Attendance Print Out Attached

Number of Absences				
Unexcused:	General/Parent Excused:	Medical Excused:	School Excused:	Tardies:

Based upon review of the above, the following decision has been made regarding this absence:

Approved, this absence will not count against the 10 general absence days allotted.

Denied based upon academics, current year attendance, and principal discretion. If student should be gone these dates, it will count against the 10 general absences, or will be unexcused if the 10 general absences have already been used. PARENT CONTACT DATE: \_\_\_\_\_

Approved with the following modifications: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_