

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 be included in the 10 general absence days allowed per year.
- Denied, student has exhausted the 10 days allowed per year. After 10 absences, all other absences will be unexcused. PARENT CONTACT DATE: _____
- Approved with educational aspects: If there is an educational component to the absence, days missed will not count towards the 10 excused absences per year.

Signature of Principal: _____ Date: _____