

Southern Bluffs Elementary School District of La Crosse

**SPECIAL ABSENCE REQUEST**

Student Name(s): \_\_\_\_\_

Today's Date: \_\_\_\_\_

Student's Teacher(s): \_\_\_\_\_

I request that my child be excused from school on the following date(s):

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**School District of La Crosse – Administrative Policy JEA – Compulsory School Attendance**

*"A parent may excuse a student for not more than 10 days in a school year if the parent notifies the school in writing before the absence. . . after 10 days of excused absences, verification of absence (phone call or written) may not automatically be excused."*

**Conditions**

***If any of the following conditions are not met, the absence will be considered unexcused:***

- My child and I understand that any school work assigned for the absence period is to be completed in accordance with teacher direction.
- It is the child's responsibility to get the assigned school work from the teachers, complete it, and return it to the teachers.
- Parent/Guardian will contact the office at least 1 day before your child's absence is to start.
- The parent/guardian (or another relative/guardian) will be with the student during the period of absence.

If any exceptional circumstances arise, please consult the principal.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

\*The principal will contact you if there are any questions or concerns\*