

Hintgen Elementary
EXCUSED ABSENCE REQUEST

FOR ABSENCES OF 3 OR MORE DAYS

Student Name(s) _____

Today's Date _____ Grade(s) _____

Teacher(s) _____ Phone # _____

I request an excused absence for my child(ren) for the following date(s):

Reason:

Please list any educational aspects of this trip:

CONDITIONS:

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

- 1) My child(ren) and I understand that any schoolwork assigned for the absence period is to be completed in accordance with teacher direction.
- 2) It is the child's responsibility to get the assigned schoolwork from the teacher, complete it, and return it to the teacher after the absence.
- 3) The parent/guardian certifies he/she/they or another relative/guardian will be with the student personally during the period of absence.

Parents/Guardians,

You may take for granted the absence you've requested is excused unless the principal or a designee contacts you. Mrs. Oliver, Principal, or her designee will call parents immediately upon receipt of this request if/when there is a question or concern about any absence. If any exceptional circumstances arise, please consult with the principal.

Parent/Guardian Signature

Date

SCHOOL OFFICE USE ONLY

Absence Approved _____

Absence not Approved _____

Principal's Initials _____

Date _____