

Excused Absence Request Form

Student Name _____

Grade _____

Today's Date _____

Date of Requested Absence _____

Reason for Absence _____

Please Check All day

Part day (Which periods will you be gone?)

1st (8:39 – 9:19)

5th (12:03 – 12:43)

2nd (9:23 – 10:03)

6th (12:47 – 1:27)

3rd (10:07 – 10:47)

7th (1:31 – 2:21)

4th (10:51 – 11:31)

8th (2:25 – 3:15)

Please check one category (see student handbook for more detail)

Appointment - Medical appointments and driver's license appointments are excused.

Excused Absence (64 Periods, equivalent to 8 days) – FMH offers families eight Excused Absence days (a total of 64 excused periods) to be used at family discretion for the purpose of family activities, church involvement, and educational experiences. These absences shall be requested by a parent before the proposed absence, in advance of as many days as their student shall be gone. (If a student will miss three days [24 periods], the request form shall be submitted three days in advance. If a student will miss one day [8 periods], or be dismissed one or two periods early, the request form shall be submitted 24 hours in advance.) Excused absences of one or two periods shall be subtracted from each student's allotted 64 Excused Absence periods.

____ Was the form submitted as many days in advance as the student will be gone?

____ How many prior Excused Absence periods has the student taken?

____ How many prior unexcused absences has the student had?

Unexcused Absence - An unexcused absence is any absence not in one of the above categories, or absence taken without proper notification. Unexcused absences reduce students' allotted Excused Absence days.

Please remember that students are always responsible to make up any missed homework, quizzes, or tests. Students should always take the initiative to schedule makeup work with the teacher.

Parent Signature _____ Phone Number _____

OFFICE USE

Date Received _____ Date of Absence _____

Previous Absences: Excused (Number of Periods) _____ Unexcused _____

Filed as: Excused (Number of Periods) _____ Unexcused _____ Approved by _____