



As the parent, or legal guardian, of \_\_\_\_\_ who attends  
\_\_\_\_\_ School, in the \_\_\_\_\_ grade, I request approval for \_\_\_\_\_  
days of excused absence from school for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....FOR SCHOOL USE ONLY.....

Current progress in school is  satisfactory  unsatisfactory

Language Arts teacher \_\_\_\_\_

Comments: \_\_\_\_\_

Current progress in school is  satisfactory  unsatisfactory

Math teacher \_\_\_\_\_

Comments: \_\_\_\_\_

Number of days already used by this student as excused \_\_\_\_\_

Number of days of absence which are unexcused \_\_\_\_\_

Check one:

- Request granted
- Request not granted but the student will be permitted to make up all school work which is missed.
- Request not granted
- Parent notified

Comments: