

Student Absence Pre-Approval Form

Under district policy, an absence or tardy can be considered 'excused' when it is for: ① a student's illness, ② medical, dental or other appointment that cannot be scheduled before or after school, ③ a recognized religious observance, or ④ a family emergency/event such as a funeral or birth. All other student absences (such as family vacations) must be approved by the principal prior to the absence. It is the parent's responsibility to turn in this completed form and make arrangements with the classroom teacher prior to the absences.

Student Name:

Parent Name:

Best Phone Number:

Date(s) Absent: From:

To:

Reason:

- I understand that my child's school attendance and education is extremely important.
- I understand that it is my responsibility to communicate with the classroom teacher to pre-arrange how assignments are to be completed due to my child's absence (this could be during or after the absences).
- I understand that it is my responsibility to make sure all assigned work is completed by my child and turned in to the classroom teacher within the established timeline.
- I understand that if the assignments are not completed or not turned in, all of my child's absent days will be considered 'unexcused' and subject to requirements under the BECCA attendance laws.
- I understand that if my child is absent for more than 20 consecutive school days, he/she will be automatically withdrawn from school and will need to re-register.

Parent Signature

Date

Please print and turn in this signed form to the school office.

To be completed after returning to school

Yes

No

Assignments have been completed and turned in to the classroom teacher within the assigned timeline (teacher initials).

Absences have been excused (principal initials).